



Job Description

Position: Spiritual Programs Coordinator

Division: Outreach

Supervisor: Development Director

Category: 18-22 hrs/wk | Hourly, non-exempt part-time

Description: The Spiritual Programs Coordinator is responsible for spiritual support and relationships that keep the Center grounded in our gospel mission, including but not limited to prayer, church relations, men's program and evangelism.

Requirements: Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must also exhibit a strong commitment to the pro-life position. Must agree with and be willing to uphold the Statement of Faith and policies of the Center. Must be male due to leadership of men's programs. Bilingual preferred.

Qualifications:

- Strong servant-leader, self-starter, and highly organized.
- Mature Christian with proven spiritual leadership ability.
- Passionate about the gospel and personal evangelism. Proven ability to share the gospel and lead others to faith in Jesus Christ.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency in MS Office and has the ability to learn additional software programs.
- Ability to manage details well and maintain a positive attitude.
- Ability to collaborate effectively with peers to achieve organizational goals.
- Ability to manage confidential information.

Responsibilities:

Church and Community Relations

- Nurture relationships with partner church pastors and key leaders.
- Reach out to prospective churches about partnership opportunities.
- Develop and deepen financial partnerships with churches through grant writing, reporting as required, and nurturing relationships, in coordination with the development department.
- Facilitate and lead tours of the center for prospective church leaders and others as needed.
- Solicit and schedule church and community engagements and coordinate appropriate staffing based on the needs of the engagement.
- Must be available to represent the center at engagement events and to assist with church/community engagements outside of regular office hours and occasionally on Sundays.
- Collaborate with volunteer coordinator in managing church/community groups for special projects and center-wide events (e.g. client baby showers, annual fundraiser, plant and pray). Prepare for, communicate with and lead groups as necessary, occasionally outside of regular office hours.

Prayer Support

- Expand prayer support through church/community relationships. Communicate prayer needs as directed by center leadership. (e.g. Prayer Partner Email)
- Mobilize volunteers to pray for the needs of clients and the center. Schedule individuals and groups to provide on-site prayer support in a regular rhythm.
- Collaborate with key leaders to spiritually engage personnel through regular rhythms of prayer, worship and daily devotion.

Care of Clients and Men's Program

- Enlist, equip, lead and support Men's Program volunteers under the leadership of the Director of Clinic Operations.
- Audit male advocates' performance, identifying and facilitating ongoing training as needed.
- Facilitate one-on-one male options consultations per center policies.
- Network with other men's program leaders about best practices and innovations around fatherhood programs.
- Assist the Client Services Team as needed.

Evangelism

- Lead evangelistic efforts for the center. Track progress and success.
- Train volunteers and staff to share the gospel according to center approved methods.
- Keep spiritual materials stocked and readily available.
- Lead efforts to engage clients in personal spiritual activity and faith community for ongoing spiritual growth and discipleship.

Staff Relations

- Support the spiritual initiatives of the center in coordination with the CEO and other department directors.
- Coordinate with all departments to identify opportunities and needs for spiritual support.

Spiritual and Cultural Expectations

- Maintain a Christ-centered attitude in all interactions with clients, volunteers and staff.
- Display Christ-like character, humility and servant leadership. Represent FWPC with professionalism and grace.
- Cultivate a culture of unity, prayer, compassion, and Christ centered spiritual practices.
- Participate in staff meetings, training, and team development activities, leading from time to time.
- Participate in the annual evaluation process, including self-assessments and goal setting.
- Cover all work and interactions in prayer.

This job description outlines the primary duties and responsibilities of the Spiritual Programs Coordinator but is not exhaustive. Responsibilities may be adjusted based on organizational needs at the discretion of the CEO.