

## Community Engagement Coordinator

**Purpose:** To responsibly manage the community opportunities God provides ZoeCare and to promote the abundant life in Christ to ZoeCare partners, donors, personnel, and throughout southwest Montana.

**Description:** The Community Engagement Coordinator oversees ZoeCare's relationships with churches and the broader community. He or she determines volunteer needs from other ZoeCare staff and recruits ZoeCare-affiliated volunteers. He or she promotes ZoeCare's ministry throughout the community.

**Reports To:** Development Director

**Supervises:** Church Liaisons, some Volunteers

**Weekly Hours:** 24 (up to 32 as necessary)

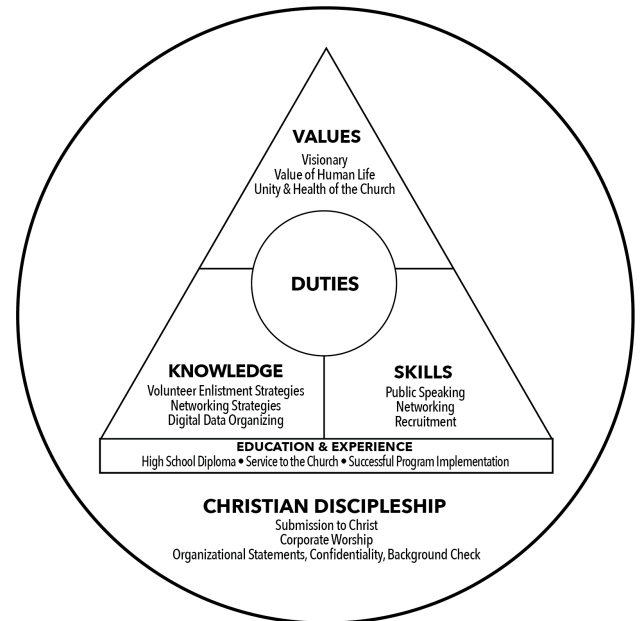
**Strategic Importance:** The Community Engagement Coordinator leads the charge in the community, and mobilizes those working toward fulfilling ZoeCare's vision in the community.

**Christian Discipleship:** These core characteristics are required for all employees and volunteers.

- Submit to Christ's leadership and guidance.
- Participate in corporate worship at a Christian church.
- Agree with ZoeCare's *Organizational Statements*, agree with and sign the ZoeCare confidentiality statement, and complete a Montana criminal background check.

### Duties:

- Strengthen ZoeCare's relationships with churches, organizations, and the broader community through strategic meetings, events, and initiatives.
- Spread ZoeCare's message and recognition of its services and opportunities through involvement in community and ZoeCare events.
- Make church presentations to promote ZoeCare, its programs, and its need for volunteers and Church Liaisons.
- Enlist and oversee all Church Liaisons, providing training and encouragement as needed.
- Pursue and establish presenting opportunities for the Safe Harbor curriculum in local churches.
- Develop the components of Safe Harbor and provide training to church members.
- Oversee the establishing of a Safe Harbor culture in local churches across southwest Montana.
- Regularly present Safe Harbor seminars in local churches.
- Recruit and train Safe Harbor presenters and community trainers.
- Build relationships with MSU campus groups; organize, promote, and oversee all events at MSU to appeal to students.



### CORE COMPETENCIES

*Community Engagement Coordinator*

- Oversee ZoeCare’s involvement with Chamber of Commerce events and communication.
- Assist the Mom2Mom Director in the implementation of Meals4Moms as requested.
- Recruit, train (as needed), and encourage ZoeCare-affiliated volunteers and presenters.
- Provide ongoing support and mentoring to office and event volunteers to ensure their readiness for meeting needs.
- Manage database of volunteers, maintaining records of applications, references, background checks, availability, trainings, etc.
- Work closely with all ZoeCare departments to determine and fill volunteer needs.
- Research and engage with community resources. Set up in-service presentations with local organizations to equip staff to better serve patients.
- Other duties as assigned.

**Knowledge:**

- Volunteer enlistment strategies.
- Networking strategies.
- Computer office software.

**Skills:**

- Public speaking (speaking with clear, compelling communication).
- Networking (ability to communicate strategically to spread influence and understanding).
- Recruitment of volunteers and interested community members.

**Values:**

- Visionary.
- Passion for the value of human life.
- Unity and health of the church.

**Education & Experience:**

- High school diploma.
- Service to the church.
- Successful program implementation.