

Community Engagement Coordinator Job Description

Crossroads Pregnancy Resource Center

Job Title	Community Engagement Coordinator
Reports To	Executive Director
Classification	Part-Time, Non-Exempt (Hourly)
Time Commitment	As outlined in the hiring agreement

For consideration, please submit a Cover Letter and Resume to support@crossroadsprc.org.

Ministry Purpose

The Community Engagement Coordinator supports the Executive Director in leading community outreach, marketing, fundraising, public relations, and event planning efforts. This role also provides administrative and development support to ensure CPRC's programs and events reflect the highest standards of excellence and compassion, consistent with the mission and vision of Crossroads Pregnancy Resource Center (CPRC).

All duties must align with CPRC's Christian core beliefs, pro-life mission, and ministry values, fostering a culture of respect, integrity, and Christ-centered service.

Qualifications

- Bachelor's degree in marketing, public relations, or equivalent job-related experience preferred.
- At least one year of experience in marketing, public relations, or non-profit development preferred.
- Excellent oral and written communication skills.
- Strong interpersonal skills and the ability to work effectively with staff, volunteers, clients, donors, medical professionals, churches, and community partners.
- Strong attention to detail and ability to prioritize effectively.
- Excellent organizational, communication, and multitasking skills.
- Good judgment, integrity, and the ability to make routine decisions based on established guidelines.
- Proficiency in Microsoft Office Suite, Canva, social media management tools, and the ability to learn required office and database systems.
- Committed follower of Jesus Christ in good standing with a local church.
- Demonstrates integrity, humility, and a servant-leadership attitude.
- Willingness to pray with and minister to colleagues and community partners.
- Occasional evenings or weekends required for outreach events.
- Ability to work independently and as part of a Christ-centered team.
- Commitment to CPRC's mission, statement of faith, core values, and life-affirming ministry, with a willingness to serve others in a Christ-centered manner.

Supervision and Direction

The Community Engagement Coordinator position is hybrid-remote and works independently under general supervision, exercising sound judgment and initiative. Collaboration and teamwork are essential.

Primary Responsibilities

Outreach, Marketing, Fundraising, and Public Relations

- Strengthen partnerships with churches, schools, and community organizations to promote CPRC's mission.
- Represent CPRC at community events and presentations to civic, educational, and church groups.
- Build and maintain relationships with church leaders and pro-life partners.
- Coordinate major fundraising initiatives, including: Celebrate Life Gala, iGiveCatholic Day, Baby Bottle Fundraisers, and other events, as needed.
- Assist the Executive Director with grant writing — including identifying funding opportunities, preparing proposals, and tracking reporting requirements.
- Assist the Executive Director with writing and distributing monthly eNewsletters and donor communications to engage and inform supporters.
- Develop, execute, and monitor annual outreach and marketing plans to increase awareness and donor engagement.
- Create and manage promotional materials, website, and social media content to ensure consistent branding.
- Oversee media communications, including press releases and community announcements.
- Collaborate with the Executive Director on campaign design, logistics, and donor acknowledgments.
- Provide regular reports on outreach, marketing, and fundraising performance.

Administrative Support

- Maintain records, databases, and communication logs for outreach, donor, and partner programs.
- Prepare reports and correspondence as needed.
- Support daily administrative functions to ensure organizational effectiveness.

Staff / Professional Development

- Participate in staff orientation, in-service meetings, and ongoing training as assigned.
- Provide spiritual leadership that supports the Christian mission of the organization.
- Attend conferences and professional training events as assigned.
- Perform other duties and special projects as assigned by the supervisor.

The above describes the general nature of the position and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, or working conditions.

Crossroads Pregnancy Resource Center is an Equal Opportunity Employer. It does not discriminate against applicants or employees based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other basis prohibited by applicable law.*

**Crossroads Pregnancy Resource Center, in its sole discretion, reserves the right to require "practicing Christian" to be a qualification for a position.*