

Job title	<i>PDHC Community Outreach Coordinator</i>
Reports to	<i>Director of Development</i>

Job Purpose

The PDHC Community Outreach Coordinator is responsible for assisting the Director in all aspects of donor growth and development as needed with an emphasis on establishing new connections while developing ongoing relationships with Central Ohio area churches.

Staff Supervision

This position will not be responsible for any staff supervision but will have volunteer supervision duties as needed.

Essential Duties and Responsibilities

- Create and execute personalized church communication plans to increase awareness of PDHC services and volunteer opportunities
- Assist with new donor acquisition and support
- Partner with pastors, priests and various ministry personnel to provide churches with appropriate literature and education
- Work closely with mission outreach teams, respect life committees and young adult ministries to advocate ministry support
- Initiate speaking engagements with local organizations to increase exposure to PDHC programs and service
- Organize a PDHC presence at various outreach programs held throughout the year such as conferences, exhibits, events, churches, and health and wellness fairs.
- Initiate, organize and execute all aspects of PDHC's "Baby Bottle Campaign," an important mission- sustaining program held three times a year
- Expand the Baby Bottle program into a virtual fundraising effort.
- Provide follow up communication and income totals for donors/churches at the end of each campaign or event
- Assist in event planning and execution, campaign design and development, and project management
- Assist in creation and execution of social media and direct mail campaigns, and newsletter content and design
- Assist with creative and informational content for the organization's two websites and Facebook pages
- Aid in the design of various inter-organizational project pieces such as event programs, direct mailers and church bulletin inserts

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- High School degree with some college preferred
- Outgoing personality with excellent oral and written communication skills
- Experience in a non-profit organization preferred
- Initiative and creativity with the desire to work on a team
- Experience and sensitivity in working with individual from diverse cultural backgrounds

Working conditions

This position requires reliable transportation to fulfill community outreach duties and will require attendance at some evening and weekend events as well as working with various denominations and multicultural clients.

Physical requirements

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.

Approved by:	
Date approved:	