



Job Description

Community Engagement Manager

The Community Engagement Manager connects the mission of AGAPE to the community through volunteerism, client services, and community partnerships. This role's primary role is to assume all responsibilities of planning and implementing the goals and objectives for the Family Community Center.

Responsibilities include overseeing the training and management of all staff and volunteers in the various programs and the implementation of necessary programs to facilitate the success of the Family Community Center within the community. This position also provides leadership for forming and managing relationships with area agencies through external marketing to further the ministry of AGAPE – and identifying and following through on collaboration opportunities -- under the leadership and direct support of the Executive Director.

DUTIES AND RESPONSIBILITIES

Strategy & Execution

- Directs and oversees all educational material and programing in the Family Community Center.
- Ensures all content taught and distributed by the Family Community Center is accurate and appropriately represents the mission of AGAPE.
- Employs surveys and research to monitor program success, refining as needed
- Communicates regularly with the Executive Director to relate needs, problems, progress, goal setting and implementation
- Serves as member of the organization's Executive Leadership Team (ELT)
- Participates in the training of new volunteers
- Participation by all staff is required at AGAPE's major events

Supervision

- Inspires, equips, and trains the Family Community Center staff and volunteers
- Assess and evaluate staff performance and facilitate yearly evaluations
- Serves Family Community Center and staff as a resource for training, as identified by the Executive Director
- Coordinate and provide in-service training for the staff and/or the FCC staff/volunteers

Community Relations

- Responsible for actively managing engagements with other organizations. Works with Executive Director to define: Community Partners, Community Outreach plan and participation, and provides leadership to volunteerism opportunities.
- Ability to speak about the organization and encourage involvement
- Promote and stimulate community and church interest in the various Family Community Center projects
- Collaborates with other organizations in the community, including churches, schools, community associations/neighborhood boards, and police department personnel

Stewardship

- Budgetary responsibility for Family Community Center in collaboration with Executive Director
- Actively participate in fundraising including, but not limited to local missions support, donor event representation, revenue potential associated with expansion of Family Community Center

EXPERIENCE

- Bachelor’s degree in education, counseling, or a related field or equivalent work experience
- 3-5 years of paid experience in non-profits, including supervisory and administrative responsibility
- Service as a church staff member or lay leader is a plus

QUALIFICATIONS

- Skilled public speaker, action-oriented, servant leader
- Strong advocate for the sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment to a local church
- Ability to lead and effectively direct paid staff and volunteers involved in a variety of activities
- Ability to communicate effectively with people of diverse socio-economic backgrounds
- Ability to engage with pastors and churches at all levels
- Ability to function well in a team environment
- Ability to manage confidential information
- Ability to write clear and concise reports, letters, and memos

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience. Salary projected to start at \$45,500

Job hours: This position is projected to be M,W,Th 8-4 and Tuesday 8-7 with occasional Friday or Saturday mornings for volunteer events not to exceed a 35 hour work week.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Community Engagement Manager

Date

Signature of Executive Director

Date