

Promise of Life Network

Job Description

Church and Community Engagement Coordinator

Updated Mar 3, 2026

Position is part-time for an average of 20 hours per week

Home office: Slippery Rock

Position requires some travel within our five counties and occasional work on nights and weekends

Position requires awareness of and interaction with local and international divisions.

Overall Responsibilities: To assist the Director of Support Services in writing, corresponding with churches and community members, organizing church outreach, and facilitating the baby bottle drive. To interview, process, and assist department managers to train volunteers. To recruit both donors and volunteers to support the ministry of Promise of Life Network. Reports to the Director of Support Services.

Key Areas of Responsibility

1. Process volunteer applications, interview volunteers, and provide initial volunteer training.
2. Touch base with volunteers to ensure they have what they need to be successful in their current roles.
3. Organize volunteer groups as needed and ensure groups have supervision, supplies, and other needed materials.
4. Interact with donors and churches over the phone, in person, or via email and record these conversations.
5. Become familiar with the donor database and church list and alert the Executive Director when a call should be placed or note sent.
6. Schedule meetings and/or tours with potential volunteers.
7. Contact churches and businesses about participating in the baby bottle drive, deliver bottles, and pick up bottles as needed.
8. Track and organize which churches have bottles, coordinate dates for drop-off/pickup, and ensure bottle donations are tracked appropriately

9. Utilize software for online baby bottle donations, teach churches how to use the software.
10. Staff tables and prepare displays for mission fairs, churches, and other community events as needed
11. Ensure that all donor material is honest, accurate, forthright, and current.
12. Ensure that POLN has permission to use all images, graphics, etc. in their donor material.
13. Make connections as appropriate with relevant community groups.
14. Share the Gospel with community members as they seek to support the ministry of Promise of Life Network.
15. Other tasks as requested by the Executive Director or Director of Support Services.

Qualifications

1. Strong, mature commitment to Christ and the sanctity of human life, sense of God's calling to serve at Promise of Life Network. (Psalm 139: 13-14)
2. Commitment to the mission of Promise of Life Network, agreement with Bylaws, Commitment of Care and Competence, Statement of Faith, and Code of Christian Conduct
3. Strong commitment and dedication to the pro-life position and sexual integrity. (Proverbs 24:11, Titus 2: 4-5)
4. Strong communication skills
5. Strong interpersonal skills and evidence of successfully working within a team.
6. Experience managing volunteers preferred
7. Bachelor's degree in a related field preferred
8. Good computer skills; ability to learn to use the Promise of Life Network systems including but not limited to Excel, Monday.com, Bloomerang, Google, and Fundeasy.
9. Ability to interact well over the phone, in person, and in writing with donors and community members
10. Ability to manage details and follow-through with little supervision