

## Pregnancy Assistance Center North Job Description

**Job Title:** Church Relations Manager

**Reports to:** Finance Manager, Director of Advancement

**Submit resume to:** [Execassist@pacn.org](mailto:Execassist@pacn.org)

Church Relations Manager position is to help enhance the growth of the Pregnancy Assistance Center North (PACN). The candidate will uphold PACN's commitment to excellence.

### **QUALIFICATIONS**

#### **Ministry Qualifications: The incumbent must**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the PACN ministry.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of PACN.

#### **Position Qualifications: The incumbent must**

1. Be self-motivated, dependable, responsible, gifted in administration and organization.
2. Exhibit strong interpersonal and ministry skills.
3. Carry out responsibilities with little supervision.
4. Be detail oriented.
5. Be able to work in a fast-paced environment.
6. Assist in uniting the ministry in prayer as part of day-to-day operation of center
7. Have good verbal and written communication skills
8. Be able to concentrate in shared office space.
9. Previous professional office experience preferred.
10. Dress in a professional manner for an office environment.

### **RESPONSIBILITIES**

#### **Major Responsibilities:**

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Administer Baby Bottle Campaign (SOHL, M/F Day, Fall Campaigns)
  - a. Contact existing churches and solicit new churches to participate
  - b. Generate labels, prepare bottles, drop off and pick up bottles.
  - c. Assign volunteers to help at Baby Bottle events (set up tables, speakers, etc.)
  - d. Prepare and deposit checks as needed for Baby Bottle.
  - e. Maintain inventory of bottles to ensure adequate supply throughout campaign.
  - f. Provide updates to keep team informed about status of campaign.
  - g. Keep accurate records with contact information for each church.
  - h. Send thank you letters to churches and communicate campaign totals.
2. Assist with community events.
3. Coordinate and/or supervise community groups that volunteer on-site (eg., supervise high school visits)
4. Answer, direct and make phone calls.
5. Maintain church email group list.
6. Assist with Donor Relations and Development.
7. Assist with Volunteer Orientation as needed and notarize documents.
8. Coordinate/Develop diaper drives or other creative opportunities for church group involvement.

**Other Responsibilities as needed or assigned:**

1. Perform basic office duties. These shall include but not be limited to:  
Photocopy, scan, sending e-mails, prepare and send outgoing packages, typing documents and correspondence
2. Keep office area neat and tidy
3. Run office-related errands (post office, banks, etc.)
4. Other duties as assigned (Gala, Donor Dinners)

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**ADDITIONAL REQUIREMENTS:** because the role requires regular errand running duties, incumbent is required to have access to a reliable vehicle, to possess a satisfactory driving record, and to always maintain liability insurance on that vehicle. Fuel mileage will be reimbursed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in this work environment is usually quiet.

In the event of circumstances out of PACN’s control which may impact ministry demands, PACN reserves the right to repurpose the position to meet the needs of our clients.

**EMPLOYMENT IS AT WILL**

In the event an offer of employment is extended, you certify your understanding that your employment will be on an at-will basis, and neither you nor any PACN representative have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with PACN at any time, with or without cause or advance notice. Likewise, PACN will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice. This offer is pending completion of successful background and personal reference checks.

**I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND IT. I AGREE THAT NO CONTRACT IS INTENDED.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date