



3700 Galley Rd. Colorado Springs, CO 80909 www.elifetwork.com

Life Network exists to cultivate a community that values life through the love of Christ

CHURCH AND COMMUNITY RELATIONS ASSISTANT DIRECTOR

Life Network is looking for a highly motivated and organized individual who desires to make an impact in our community. The primary role of the Assistant Director is to facilitate ministry in schools, churches and the community. This role is responsible for the implementation of Education for a Lifetime's (EFL) school and community programs for high school students, parents and faith leaders. The position includes providing oversight for volunteers, as well as building relationships with schools, churches and community organizations. Along with daily administrative tasks, this position also assists the Church and Community Relations (CCR) Director with any projects, meetings, grants, training and church events.

CLASSIFICATION

Full-time at 40 hours per week. Pay range: \$14.50 - \$17.25 per hour. Reports to CCR Director.

This position is eligible for benefits: medical, dental and vision, life insurance, retirement plan match, paid time off and holiday pay.

RESPONSIBILITIES

Education for a Lifetime:

- Implement school programs in targeted middle and high schools in the local community
- Cultivate and maintain relationships with local school counselors, teachers and administrators
- Work with CCR Director to promote the *Pursue* and *Who Can Relate* presentation in additional schools and pregnancy centers
- Monitor quality of programs and develop methods of program improvements
- Oversee the schedule and coordinate with schools, churches and program speakers
- Provide ongoing support and encouragement for program speakers
- Coordinate program training with volunteers and additional organizations
- Regularly review current updates from a federal, state and local resources regarding teen high risk behavior and coordinate the distribution of information to staff and volunteers

Church and Community Relations

- Maintain, organize and specialize in our database for church communication
- Works with CCR Director in understanding and actively managing church engagement for Life Network
- Availability to speak at various churches – to students or to represent LN at tables and events
- Serve on various community wide committees (i.e. Youth Suicide Prevention Workgroup, CityServe with COSILoveyou, etc.)
- Potentially provide training to the community through Youth Mental Health First Aid, and additional acquired instructor trainings

Communication:

- Set appointments, make phone calls and prepare correspondence for CCR Director
- Answer and follow-up with phone calls, process voicemails and emails, and keep the EFL/CCR Director team posted of any communication that needs to be handled
- Prepare and submit written reports (i.e. quarterly directors reports) on a timely basis as required to document progress for EFL and CCR
- Assist on workshop applications for CCR to speak at conferences, both locally and nationally
- Identify new grants and supports the grant application process to include, but not limited to, completing applications, compiling the necessary documents and writing grants

Administration:

- Maintain statistics; prepare and submit required written reports on a timely basis to document program impact
- Oversight of awarded grants: quarterly/semi-annual reporting, budget tracking, performance evaluation documentation, program evaluation, grant timeliness and goals
- Collaborate with CCR Director for financial oversight through receipts tracking and budget management
- Purchase office supplies and anything needed for EFL or CCR
- Plan any EFL department events or meetings
- Attend team meetings and keep CCR Director updated on program progress
- Attend monthly Life Network staff meetings
- Assist CCR Director with other duties as assigned
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- Bachelor's degree or equivalent work experience
- Minimum of two years of experience working with youth and parent groups
- Experience working in an administrative setting
- Experience working on grants a plus

QUALIFICATIONS

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- Agrees with Life Network's mission statement and statement of faith
- A passion for the ministry accomplished through Life Network
- Exceptional interpersonal, organizational and communication skills, both oral and written, with a high degree of professionalism and maturity
- Ability to lead and effectively encourage and direct adult volunteers or paid staff
- Ability to communicate effectively with youth and adults of diverse socioeconomic backgrounds including "at risk" youth
- Awareness of current youth culture and a genuine love for students
- Ability to function well in a team environment
- Ability to manage confidential information
- Ability to write clear and concise reports, letters, and memos
- Ability to use a computer effectively, including word processing, spreadsheet, Google Drive and social media platforms

CONTACT INFORMATION

Please send cover letter, resume and completed application to Luz Davidson, Operations Manager, HR@elifenetwork.com or Life Network, 3700 Galley Rd., Colorado Springs, CO 80909.