



Ideal Candidate Profile & Job Description: Bilingual Spanish/English Church Engagement Specialist

The South Texas Alliance for Orphans Overview

The Alliance grew organically from 2011-2016 through the leadership of the founder and current Executive Director Jennifer Smith, key church leaders and through replicating the church ministry model pioneered at Grace Point Church. The summer of 2016 brought seed money from First Presbyterian, a DBA opportunity with San Antonio Marriage Initiative and the formation of the advisory committee. In the first year, the Alliance grew from 10-30 churches, hired two part time contract employees and began building the infrastructure to steward the immediate growth and goal of 100 churches in five years.

The Alliance exists to serve and equip churches in fulfilling the Biblical call to care for children and families impacted by the foster care system. We do this by strategically collaborating with area organizations, equipping developing lay ministry leaders, advocating in the community, facilitating the Church and Community Engagement events, training and programs.

For more information see: alliance4orphans.org

Community Need: Insufficient foster and adoptive homes, prevention and support services compounded by fragmented community efforts

Our Mission (Why we Exist): To serve and equip churches in fulfilling the Biblical call to care for children and families impacted by the foster care system.

Our Vision (What we want to achieve): Every child is part of a safe and thriving family.

Our Core Values (The way we will accomplish our mission): Our core values drive how we accomplish our mission.

Collaboration - We work with and amplify the mission of great organizations serving along the foster/adopt/kinship continuum to create a cohesive community solution.

Sustainability - Our work will have a multiplier effect and out live our direct involvement.

Grit - Passion and perseverance in ceaselessly working toward excellence

Compassion - We strive to see and respond to people as Jesus does

Stewardship - We use the resources entrusted to us to achieve our mission with efficiency, effectiveness and transparency

Results - We focus on outcomes in the community not activity in the community

The Position

The Alliance is hiring a Church Engagement Specialist, who is responsible for stewarding the mission and goals of the Alliance while living out our core values. The Church Engagement Specialist will be responsible for stewarding churches we support in foster/adopt/kinship ministry with timely response to phone calls, emails, and other requests; detailed record keeping (financial and otherwise); meeting minimum of quarterly with assigned ministry leaders, ministry calendar planning, assisting with church and Alliance events; communication with ministry leaders, collaborating organizations, staff, and church leadership.

Key Characteristics of Ideal Candidate

CALLED - Personal passion for our mission is essential. Willingness to use your gifts, talents and experience with a sense of personal purpose in doing this work.

SERVANT LEADERSHIP - Willingness to jump in and complete any task.

FLEXIBLE - Ability to adapt the model to the church demographics, collective potential and unique burden in an effective way. Ability to work with what is available and encourage leaders when expectations go unmet or change.

RESOURCEFUL AND CREATIVE - We are a pioneering organization and community solution and thus we will be growing and learning continually. Team members will be part of crafting creative solutions to this very complex and fluid issue and must often think outside the box to advance the mission.

TRUSTWORTHY - We work in a very high trust manner. Team members must work from a deep personal conviction and integrity to do what is right when no one is looking. You are the face of the Alliance to the church and must live in a manner that reflects the organization well and stewards the resources you are entrusted with to complete the mission.

TEAM CHEMISTRY - We work, play hard and value a sense of humor. Our industry is fraught with heartbreaking stories and situations, your ability to maintain hope, celebrate wins and laugh often is critical to longevity and ability to persevere.

COMMUNICATION - We are all working on various projects, various tasks within each project and must communicate clearly needs, expectations, concerns and any offenses. Our team holds high value on honest yet compassionate communication that seeks to bridge gaps, promote personal growth, deepen relationships and advance the mission.

Expectations of the Church Engagement Specialist

Qualification - Ideally, a candidate will have personal experience in the foster, adopt or kinship realm. They ideally will have led a foster/adopt ministry in their church or served in a leadership role in a church. Candidates will have a history of leading others well and advancing a mission that impacts children and families. The Church Engagement Specialist must excel at building and stewarding relationships, casting vision, intentional in stewarding church engagement, engaging public speaker, proficient in record and data keeping and creative in finding solutions that fit each church's unique DNA. They must be proficient in verbal, written and in person communication. Fluency in verbal and written Spanish language is required. The position will be assigned to specific churches with goals and KPI's.

Work Schedule - Flexible work schedule that includes remote work opportunities, allowing you to balance your professional and personal commitments. While most work can be done remotely, weekly in-office meetings are required.

Travel - All local for assigned churches with occasional opportunities for training both within and outside Texas.

Education - A bachelor's degree is preferred. Proficiency in Google drive tools. Experience managing people and teams is required.

Compensation - TBD, mileage reimbursement, no benefits

Position:	Church Engagement Specialist	Reports to:	Director of Church Engagement
Position Summary			
Church Engagement Specialist is responsible for: increasing and stewarding churches in intentional efforts and service along the foster/adopt/kinship continuum from family crisis to youth aging out. Raising the church leadership and congregations IQ of the full foster continuum leading to meaningful and impactful strategies that mobilize their church family to use their gifts, talents, position and resources to serve children, families and those working in the foster care space.			
Key Responsibilities	Key Competencies	Key Performance Indicators	
Meeting with ministry leaders	Clear communication of foster care continuum, local needs, God's call for the Church, Alliance strategy and pathways for engagement	Connect with ministry leaders in person (or virtually) quarterly. Church database up to date (72 hours), ministry calendar complete, notes, goals, gaps identified, connected with resources, Church stats up to date quarterly, quarterly plan	
Messaging/Communication	Written and verbal communication, bilingual preferred, proficient understanding of alliance model, tier level, collaborations, resources	Print and verbal communication consistent with Word, Alliance mission, vision, values and strategy. (See brand guide).	
Google Suite	Proficient in uploading files, sharing files, connecting leaders with church folder, understanding of google forms, spreadsheet, drive, calendar	Database up to date, pictures from events in file, calendar events up to date	

Timesheets	Proficient in imputing work time with customer and project	Maintain accurate records within 24 hours
Computer skills	Resize images, export pdf, jpeg, email, attachments, compose emails	Church Google file accurate, in sharable forms
Presentations	Clear communication of foster care continuum, local needs, God's call for the Church, Alliance strategy and pathways for engagement.	Viewable presentation onsite, present without reading slides, engage audience, consistent messaging in line with Alliance model. Follow up communications in 48 hours. Thank you notes to hosts. (StoryBrand)
Project management software	Utilize software, proficient in identifying assigned tasks, updating progress	Update within 24 hours of work day, communicate with team members, complete assigned task and specified timeframe
Expenses	Accurate record keeping, documentation	Receipts saved, labeled, uploaded to Timesheets by Friday (according to Accounting Policies and Procedures)
Team Meetings	Communicate talking points as needed, actively participate	Attend regularly, review/update notes, add assigned tasks to project management software
Ministry Leader Appreciation	Written and verbal communication	Thank you notes/email/text within 24 hours of meetings or event