



Ideal Candidate Profile & Job Description: Community 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.

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 seeking a Community Engagement Specialist (CoES) responsible for supporting the Alliance's mission and goals. The CoES works with the Church Engagement Team to organize and facilitate various Alliance Community Engagement programs, including the Alliance Prevention Network, Babysitting Collaborative, KinMart, JingleMart, Caring for Caseworkers, and Build a Bed.

The primary duties of this role include nurturing the Alliance Prevention Network ecosystem by building relationships with churches, church response teams, DFPS caseworkers, and community collaborators. Knowledge of local community resources and non-profits is helpful, but can be acquired on the job. The CoES also assists in training and equipping church response teams in coordination with the Director of Community Engagement and Church Engagement Specialist, as well as organizing regular gatherings of lay leaders.

Key skills required for this position include prompt responsiveness to phone calls, emails, and other requests, meticulous record-keeping (financial, relational, and goal metrics), participation in meetings (both in-person and virtual), quarterly meetings with Church point people, conducting presentations, supporting response teams, and helping churches address complex challenges to assist families. Additionally, the CoES is expected to maintain transparent and timely communication with the Alliance team, churches, collaborating organizations, staff, and church leadership. As needed, the CoES may also assist with church and Alliance events.

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, must be solutions based and often think outside the box to advance the mission. Capable of diligent follow-up.

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 community 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 Community Engagement Specialist

Qualification - Ideally, a candidate will have personal experience in the foster, adopt or kinship realm. They will have led or served in 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 CoES must excel at building and stewarding relationships, organization, communication, have a solution based mindset and skilled in diligent follow up. Engaging public speaker, proficient in record and data keeping, proficient in verbal, written and in person communication. Candidate must have a drive to achieve individual and organizational goals and comfortable asking for help as needed. Candidate must have a drive to empower churches and individuals to serve.

Travel - Mostly local in Bexar and occasional travel to surrounding counties. Occasional opportunities for training both inside and outside Texas.

Education/Training - A bachelor’s degree is preferred. Proficiency in Google drive tools. Experience training others, achieving metrics, stewarding relationships and working in a team is required.

Compensation - TBD and mileage reimbursement. There are no benefits at this time.

Position Summary		
Alliance is hiring a Community Engagement Specialist (CoES) to assist the Church Engagement Team in coordinating various community programs. The CoES will focus on building and maintaining relationships with churches, church response teams, caseworkers, and collaborators. Essential skills include prompt communication, record-keeping, meeting participation, and assisting with church events. The role requires transparent and timely communication with various stakeholders, and knowledge of local resources can be learned on the job. The CoES will also help train and support church response teams while organizing gatherings of lay leaders.		
Key Responsibilities	Key Competencies	Key Performance Indicators
Living out our Core Values	Collaboration Sustainability Grit Compassion Stewardship Results	Healthy relationships with team and collaborating leaders Establish a healthy rhythm of work, home balance Persevere through challenges Growth in relationships and engagement Achieve goals regularly
Alliance Prevention Network	Support healthy balance of requests and responding churches.	75% of requests are met and closed

		Build and maintain strong relationships. Train, equip, connect and resource partner churches Assist with presentations, training and request management	
	Presentation	Able to share in small and large groups about the crisis, strategy to serve and how a particular Community Engagement event serves specific community.	Survey results are positive for attendees understanding why community engagement activity is important.
	Events	Able to plan, coordinate, manage and follow-up on community events. Able to train, coach build relationships with volunteers from churches, businesses, donors, placement agencies, DFPS and other community partners.. Diligent in getting statistics and stories from each event.	Strategic Event Plans (SEP) or Non-SEP completed 4-6 weeks before each event. Target groups served reports feeling seen, respected and supported at events. Volunteers report having a clear understanding of their role, expectations, who they are serving and why. Community Partners report feeling heard, we met a true need in an honoring way. Statistics, pictures, stories captured at each event.
	Timesheets and Expenses	Proficient in imputing work time with customers and projects. Track mileage	Maintain accurate records weekly. Receipts saved, labeled, uploaded to Timesheets by last Friday of month (according to Accounting Policies and Procedures)
	Messaging	Written and verbal communication, proficient understanding of Alliance model, mission, strategy.	Print and verbal communication consistent with Alliance mission, vision, values and strategy
	Computer skills	Proficient in Google Drive uploading files, sharing files, understanding of google forms, spreadsheet, drive, calendar. Export pdf, jpeg, email, attachments, compose emails	Stats, spreadsheets, databases and notes are in drive, up to date 48 hours after event and easily accessible to the team.
	Team Meetings	Communicate talking points as needed, actively participate, met weekly	Attend >90% of meetings. Assigned tasks completed, weekly commitment met.

		commitment, report on scoreboard	
	Appreciation	Written and verbal communication	Thank you notes 72 hours after meetings and events to attendees, volunteers and/or speakers
	Strategic planning and goal setting	Evaluate and analyze Alliance Prevention Network ecosystem, Community Engagement Activities, proactively plan for future needs, craft new FY plan and goals in collaboration with team	Actively participate in strategic planning and goal setting.