



Assistant Director of Engagement

Fostering Family Ministries (FFM) is seeking a **Community Relation & Program Coordinator** to join our team! In this position you will be responsible for communicating with stakeholders, churches, volunteers, and families; plan and coordinate events, lead teams of volunteers to execute events and increase church partnerships across the FFM network. To succeed in this role, you will need great organizational skills, people management skills, and the ability to communicate well. This job supports a ministry that is reaching local communities for Jesus through supporting and caring for those in the foster care system. Using communications strategies and engaging events, and coaching church champions & partners, your work will support our coalition of churches in bringing hope and healing to children and families in foster care.

Responsibilities:

- Execute and manage regional events *with* the FFM team, making recommendations on activities, outreach, speakers, and other strategic elements to serve foster/kinship families & church partners (utilizing tools ie. Asana for planning)
- Help recruit, train, and supervise volunteer teams to ensure they are prepared to execute the event successfully.
- Ensure that the aesthetics and environment are high quality and represent FFM while serving families, children in foster care, and volunteers well.
- Represent FFM on occasion at churches & events.
- Assist with follow up with potential or current stakeholders and church partners following events.
- Proactively work with FFM team to create assets for improving engagement of Church Champions and churches.
- Coach Church Champions on their journey to lead their church foster care ministry.
- Encourage use of FFM app by Church Champions, volunteers & families to track impact.
- Prospect and onboard new churches as new regions are being developed
- Guide Regional Coordinators in coaching their regions and outreach to the church community
- Represent FFM and serve in other ways as needed.

Qualifications:

- Commitment to Christ is evident in personal life, family relationships and ministry. Daily walk with God is an example to others.
- In agreement with FFM Core Beliefs* and a desire to serve in ministry to mobilize others to serve in God's kingdom
- Project management & organizational skills, able to manage multiple priorities while meeting deadlines
- Ability to translate complexity into simple and intuitive communications
- Comfortable with ambiguity and ability to self-direct and be resourceful, a continual learner
- Strategic thinking, able to connect events with the big picture, as well as the specific goals for each event
- Strong written and oral communications skills
- Experience with event logistics and coordination, creative problem solving, solutions-oriented attitude
- Skilled with MS Office Suite, able to learn software used by FFM.
- Bachelor's Degree in Communications, Public Relations, Marketing or related field, preferred. Will consider Associates Degree with commensurate experience & skills. Experience in ministry, community relations, event management are all valuable assets.

Full time salary position with benefits. Flexible hybrid workplace (remote & onsite). FFM currently operates a virtual office and is onsite with churches and community partners across north central Ohio.

*Provided in the interview process.

Send resume with inquiries to Sherry M. Bouquet, Executive Director sherry@fosteringfamilyministries.org

www.fosteringfamilyministries.org