



Job Description

Title: Community Development Coordinator

Reports to: Community Development Manager

Hours: 15-20 hours per week max

Compensation: TBD

Summary of Position: This position is responsible for generating interest in the community and sharing opportunities to get involved with what God is doing at the Freedom center. This position must possess strong leadership skills to cast vision in the community and inspire others to give of their time and resources in partnering with the ambition of always reaching one more youth with the Gospel.

Community Relations:

- Assist Home Office staff in developing relationships with various community organizations including churches, schools, city government, chamber of commerce, civic groups, etc.
- Assist in promotions and fundraising activities in community.
- Provide Home Office with contact information for database.
- Work closely with Community Development Manager and Advisory Board to be involved in town events to promote center.
- Speak at churches, civic events and with others to promote ministry and attract financial donors and partners.
- Help manage financial aspects of operation, including budgeting and reporting.
- Working alongside the Program Coordinator to learn about program and resources needed.
- Develop advocates throughout the community and churches.
- Help provide different avenues and opportunities to plug youth/families into the local churches.