

Faithbridge Church

Position Description

Position Assignment:

Title:	Director of Community Affairs
Recruited By:	Executive Director of Bridging For Tomorrow
Staff Grade:	Full time, Exempt (40 hours/week)
Accountability:	Executive Director of Bridging For Tomorrow
Ministry/Dept:	Bridging for Tomorrow

Summary of Position: Under the direction of the Executive Director, the Director of Community Affairs oversees the operations of the programs in the community. Including but not limited to supervision and coordination of educational and family initiatives and any other programs that benefit the community.

Purpose: To provide high quality and excellent service, with the right heart attitude, offering support to the ministry and maintaining accurate records. In doing so, the mission and vision of Bridging for Tomorrow can be carried out at all times.

Duties & Responsibilities:

1. Bridging for Tomorrow

- Oversee outreach initiatives to expand BFT presence in the community by working with leaders to implement and facilitate programs for the benefit of the community
- Build out the capacity of community programs and staff to implement research-based family engagement strategies that support the mission
- Provide strategies and support to staff so they can establish, grow and sustain family-friendly programs, where families and community members work collaboratively to improve their community
- Build coalitions with civic and community groups, government agencies, and local, state and national organizations to support the community engagement efforts.
- Increase public awareness of BFT within the community
- Responsible for the leadership development of the team that leads all educational, family and community-based efforts
- Supervise the program and the activities that identify leaders in the community, included but not limited to school programs, after school clubs, counseling and community services
- Develop and implement ongoing evaluation tools to assess the value of BFT programs
- Track expenditures and review budget performance monthly
- Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Executive Director
- Identify new solutions to problems, improve existing methods/procedures/services and generate new ideas; may also review decisions made by other individuals on more routine matters

2. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor(s).
3. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. As this is a new position, other responsibilities could be discussed and assigned by the Executive Director. This position will be reviewed at the end of each fiscal year.

Skills and Educational Requirements:

- Bachelor's degree or three years of experience in a related field.
- The Director of Community Affairs needs to exhibit strong organizational skills as well as flexibility to adapt to unpredictable situations.
- Strong partnership-building and event planning skills.
- Proficiency in Microsoft Office Applications.
- Excellent writing, communication and interpersonal skills.
- Bilingual in Spanish is a plus.

Organization Relationship:

This position shall be directly accountable to the Executive Director of Bridging for Tomorrow. This position will have contact with paid staff and community members.

Working Conditions:

Position is 40 hours per week. Off-campus continuing education as directed by supervisor.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name