



Hope Pregnancy Centers (HPC) are a faith-based, non-profit, life-affirming ministry of Oklahoma Baptist Homes for Children (OBHC) offering pregnancy tests, pregnancy option education, ultrasounds, Empowered Parenting & Fatherhood programs and post abortion ministry. All services are free and confidential.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

**HPC Mission Statement:** To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

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## Associate Executive Director, Hope Pregnancy Ministries

**Job Description Summary:** The Associate Executive Director will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is full-time. The employee is expected to work 40 hours per week and will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, health reimbursement account, retirement and much more.

**Location:** OBHC Home Office, 3800 N. May Avenue, Oklahoma City

**Reports to:** The Associate Executive Director is responsible to and under the supervision of the Executive Director of Hope Pregnancy Ministries.

**Supervises:** The Associate Executive Director supervises HPC Center Directors at assigned pregnancy centers, after-hours and Falls Creek part-time staff, interns and volunteers.

**Requirements:** *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial, and resurrection (Jn. 14:6).

2. Believe the Bible is the only, inspired, and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist Church or a similar evangelical church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39, and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:** *“Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

1. Minimum of high school diploma.
2. Proficient in Microsoft Office, organization, and administrative skills.
3. Leadership skills and experience.
4. Ability to communicate effectively and build rapport with clients (especially college age), staff, volunteers, supporters, churches, colleges, schools, community colleagues, and OBHC/HPC leadership.
5. Initiative and the ability to work independently and with a team.
6. Flexible schedule that allows for evening and weekend work when needed.

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” Colossians 3:23, HCSB*

1. **Recruit, Train, Encourage, Supervise, and Support HPC Staff in a Christ-Like Manner.** *“But you should select from all the people able men, God-fearing, trustworthy, and hating bribes. Place them over the people as commanders of thousands, hundreds, fifties, and tens.” Exodus 18:21, HCSB*
  - A. Provide oversight and supervision for assigned HPC center directors and staff. This includes orientation, training, scheduling, continuing education, recognition, and encouragement.
  - B. Support and empower HPC staff by providing: spiritual growth and development opportunities (Col. 1:9-10), appropriate work schedules (Gen. 1:31), appropriate accommodation of emergency, special, or unscheduled events/situations that affect the established work schedule (Jas. 4:13-17), training opportunities, available resources for personal and family counseling when appropriate.
2. **The Associate Executive Director will be responsible to the Executive Director for Administrative Management of HPC Staff.** *“shepherd God's flock among you, not overseeing out of compulsion but freely, according to God's will; not for the money but*

*eagerly; not lording it over those entrusted you, but being examples to the flock.” 1 Peter 5:2-3, HCSB*

- A. Coordinate with OBHC’s Human Resources department and Executive Director regarding prospective employees.
- B. Assist in the implementation of performance appraisal for supervised staff. Provide the President, Vice President of Program, and the HR department with remedial plans, goals, and identification of strengths for all employees directly supervised.
- C. Works with HR department to keep accurate and complete documentation of each employee’s progress, strengths, weaknesses, and responses to remedial and action plans.
- D. Assists the Executive Director and Vice President of Program in identifying areas of weakness, strengths, and level of overall competency to determine merit adjustments for each supervised employee.
- E. When appropriate, assist Executive Director and Vice President of Program in termination process for supervised employees, in accordance with the policies and procedures of OBHC.
- F. Approve vacation time and sick leave for assigned staff.

**3. Assist the Executive Director in Providing Oversight and Staff Empowerment to the Overall Implementation of HPC Programs, Services, and Ministry.** *“Without guidance, people fall, but with many counselors there is deliverance.” Proverbs 11:14, HCSB*

- A. Responsible to assist, teach, advise, and counsel with staff on approved policies, procedures, practices, and philosophy in responding to the needs and problems of clients and their families.
- B. Responsible for the development and implementation of programs, in coordination with the HPC directors and Executive Director, to meet the needs of clients and their families, such as abortion recovery, abstinence training, parenting skills, Bible study, etc.
- C. Provide appropriate resources to churches, religious groups, associated Southern Baptist Ministries, community and other civic groups related to men and women in crisis because of unwanted and unplanned pregnancies.

**4. Church and Community Development.** *“But thanks be to God, who always puts us on display in Christ and through us spreads the aroma of the knowledge of Him in every place.” 2 Corinthians 2:14, HCSB*

- A. Work in coordination with OBHC Development Representatives for HPC.
- B. Seek relationship building opportunities with community churches, colleges, schools, organizations and government leaders.
- C. Strives to be well informed concerning OBHC ministries and services and makes appropriate information available in regard to all the various aspects of the services and ministries provided by the OBHC organization.

- D. Works in cooperation with OBHC/HPC development staff to develop donor and church relationships.
- 5. Assists the Executive Director of Hope Pregnancy Ministries in the Overall Coordination and Implementation of Program and Services of HPC.** *“Whatever your hands find to do, do with all your strength, because there is no work, planning, knowledge or wisdom in Sheol where you are going.” Ecclesiastes 9:10, HCSB*
- A. Demonstrates an open and supportive stance of HPC mission statement, values, and goals in providing services and ministries to men and women in crisis.
  - B. Assist the Executive Director of Hope Pregnancy Ministries in the development, implementation, and review of the HPC’s procedures, practices, and programs.
  - C. Works cooperatively with the administration to insure the programs, goals, and ministries of OBHC and in particular the HPC ministries are represented to the public with integrity and accuracy.
  - D. Be available to represent OBHC in public meetings and churches as needed.
- 6. Responsible for Reporting to Executive Director of Hope Pregnancy Ministries with Christ-Like Submission.** *“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*
- A. The director is responsible to and under the supervision of the Executive Director of Hope Pregnancy Ministries for the general operation, activities, and projects of their position.
  - B. In the absence of the Executive Director of Hope Pregnancy Ministries, the director is responsible to the Vice President of Program for pertinent information concerning general operations, serious incidents, and other factors and circumstances that involve the safety and well-being of the staff members and clients in care.
- 7. Demonstrates Christ-like Interpersonal Skills**
- “Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”*  
*Philippians 1:27, HCSB*
- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children, and families (1 Tim. 4:12).
  - B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
  - C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).

- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

## **8. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained**

*“Honor the LORD with your possessions” Proverbs 3:9a, HCSB*

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources/areas clean and picked up (Gal. 6:4, 5).
- B. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

## **9. Additional Responsibilities**

*“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB*

- A. Maintains appropriate attire as dictated by: biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities, and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- E. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- F. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- G. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- H. Fill in for Executive Director when needed at various meetings, trainings, etc.
- I. Fill in at centers, if needed, during the absence of a Center Director.
- J. Complete other appropriate tasks as assigned by supervisor (Phil. 4:13).