



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Communications Project Coordinator

Job Description Summary: The Communications Project Coordinator will be responsible for the performance of his/her duties and will be appraised by implementation, consistency, quality and performance of his/her assigned duties toward empowering children and their families to follow Christ.

This non-exempt position is full-time, and the employee is expected to work the assigned full-time hours and will receive hourly compensation 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, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of '*the operation of a motor vehicle, other vehicle, equipment, machinery or power tools*' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: The Project Coordinator will work from the Home Office, other OBHC locations or from home as determined by the Director of Communications.

Reports to: Associate Director of Communications

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 the 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 holy, 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, upon approval of the President of OBHC (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. High school diploma
2. Computer and Microsoft 365 skills preferred
3. Excellent written and verbal communication and interpersonal skills.

We are a religious employer and we reserve the right to hire based upon religious preference 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. **Serve as Liaison between OBHC staff and Communications Team:** The Project Coordinator is the liaison between Development Team and the Communications Team. Communicate and Coordinate with other Communications Team members, Cultivation Team, Stewardship Team and Senior Development Team and other development staff, appropriate campus administrators, HPC Director, and Home Office staff as needed. An attitude of open and positive communication is essential for this position.
 - a. Serve as liaison for OBHC staff with the Communications team, providing personalized project assistance to Cultivation and Senior Development team staff.
 - i. Coordinate projects assigned by the Associate Director of Communications working with other Communications team and OBHC members to ensure successful and timely completion.
 - ii. Use Asana to monitor projects, track progress and assist in completing projects.
 - iii. Involve event planners when needed, for fundraising events and special events.
 - iv. Ensure Stewardship Team involvement when mailing lists, data reports or other stewardship expertise is required.

- v. Update team members on project milestones and coordinate any changes to project plan, considering impact to resources and program.
- vi. Make suggestions on process improvements and present solutions to challenges and obstacles that arise throughout the project.
- b. Update the Director of Communications as needed on high-profile projects or those at risk of not completing them in a timely manner or successfully.
- c. Practice “clean” file-keeping and organization as per the OBHC file management guidelines.

2. Responsible for Reporting to Associate Director of Communications 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 Project Coordinator is responsible to and under the supervision of the Associate Director of Communications for general duties, activities and projects.
- b. In the absence of the Associate Director of Communications or designee, contact the Director of Communications concerning general operations, serious incidents, and other factors and circumstances that involve the safety and welfare of the staff or clients in OBHC’s care.

3. 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, trustees, 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 while utilizing D.I.S.C. to better understand who they are and how to communicate to them (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).

4. 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.
- b. Be proficient and use integrity in the use of computer and other office equipment.

5. 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 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.
- 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.
- d. Be available to represent OBHC in public meetings as per administrative request or by permission.
- e. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office.
- f. Makes prayerful and wise financial decisions on purchases approved by the administration. For example, purchase items on sale, in proper quantity, and only necessary items.
- g. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within the time designated by supervisor.
- h. 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.
- i. Complete appropriate tasks as assigned by supervisor.
- j. Any other duties assigned by the Associate Director of Communications or designee.

Overtime: This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event the employee qualifies for overtime, he or she must have overtime hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor’s approval.