



Community Coordinator

Principle Functions:

The Community Coordinator (employee) is responsible all aspects of volunteers and events within Woman to Woman Pregnancy Resource Center (W2W). The employee accomplishes this by encouraging current volunteers, cultivating new volunteers, assisting in planning and executing events and keeping accurate records. The employee also acts as a liaison between volunteers and W2W employees, actively organizing and participating in team-building initiatives, contributing to a positive team environment.

Reports To: Development Manager

Supervises: Event Volunteers

Status: Full-time, Hourly (some evenings and weekends required)

Qualifications

- Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as their Savior and Lord, faithfully attending a local church
- Acts as a minister of the gospel of Christ.
- Bachelor's degree in communications, sales, or related field preferred.
- 1+ years of experience in communication, or fundraising, preferably in a nonprofit setting.
- Excellent written and verbal communication skills.
- Strong organizational, analytical, and interpersonal skills.
- Proficiency in donor database/CRM management and Microsoft Office or Google Suite.
- Ability to carry out responsibilities with little or no supervision.

Must demonstrate intrinsic motivation, high ethical and moral standards and strong customer service and have regular, reliable attendance.

Proficiency in using basic software applications, ability to communicate orally and in writing, basic math skills and the ability to maintain positive effective working relationships with fellow employees and the public.

Ability to successfully complete a post offer drug test and criminal history check and other appropriate testing requirements.

Must possess a valid Texas Class C driver's license.

Community Coordinator Job Description

Effective: 06/27/2023

Revised 1/14/2026 (rd)



Physical Abilities:

While performing the essential and marginal functions the employee may be required to maintain physical condition necessary for standing, walking, sitting; use of hands and fingers, handle or feel; reach; speak and hear, use close and distant vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus. Moderate to heavy lifting, carrying or moving up to 50 pounds; pulling, reaching, bending climbing, balancing, stooping, kneeling, crouching, or crawling; must be able to operate a vehicle.

Work Conditions:

Work is performed while generally in an office environment some work will be performed outdoors with exposure to all weather conditions and under sometimes extreme weather conditions, traffic, exposure to vibrations, and noise; work on slippery or uneven surfaces, exposure to dust. Employee will be exposed to computer screens and extensive amount of public interaction; some driving is required; lifting and carrying. Required hours include some late nights and weekends for support of various events and activities.

Required Behavior:

1. No profanity
2. Late night, weekend, special event work is required.
3. Early warning notice with late task assignment
4. Communicate special circumstances regarding assigned task and its context
5. Commitment to and demonstration of core values in daily work:
 - Integrity
 - Accountability
 - Commitment
 - Teamwork

Maintain the highest level of confidentiality regarding donor information, giving history, and all organizational data. Handle all records and communications with discretion, in accordance with organizational policies and applicable privacy laws.

Primary Responsibilities

Community Coordinator Job Description
Effective: 06/27/2023
Revised 1/14/2026 (rd)



1. Volunteers

- Recruit, cultivate, coordinate, communicate, and engage volunteers needed within each W2W program and event.
- Order and review background checks.
- Keep key staff informed of any changes or potential concerns with volunteers.
- Maintain the volunteer database, interest binder, and physical files.

2. Staff

- Post job openings, communicate with applicants.
- Keep track of applications and resumes.
- Order and review background checks.
- Conduct onboarding of incoming staff members.

3. Donors

- Assist with donor development and expansion through event follow up contact.
- Become subject matter expert on donor database/CRM ensuring accurate data entry, segmentation, and reporting.
- Assist with donor receipting, ensure accuracy and timeliness.

4. Events

- Maintain the master calendar for ministry events.
- Secure donated in-kind services when possible.
- Develop vendor partnerships and continually increase vendor involvement through donated services and goods.

5. Program Development

- Manage community outreach programs and tabling events.
- Maintain active involvement in the community by attending civic and service organization meetings and events.

6. Relationship Building

- Act a liaison between the community and the organization.
- Build and maintain positive relationships with community members, stakeholders, and partner organizations.



7. Communication and Outreach

- Work with Development Manager to create/develop marketing material.
- Distribute communication and marketing materials including monthly newsletters, mission reports, and social media posts.

8. Other Duties as Assigned

Last Modified: December 14, 2025

Prepared By: Ramona Davis, CEO

Approved By: Ramona Davis, CEO

Employee Acknowledgement:

I have read and understand the Job Description for the position I hold at Woman to Woman (W2W). A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at W2W.
2. It does not constitute an employment contract with W2W.
3. It does not confer any rights to any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of W2W.

I understand and agree that my employment with W2W is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File **Copy:** To Employee **Copy:** Job Description File