

WE ARE *hiring*

RESOURCE CENTER MANAGER

We are looking for an individual with a heart for the Lord, who feels called to partner with Options to share the love of Jesus with those facing an unplanned pregnancy.

Options staff members must exhibit a strong commitment and dedication to the pro-life position, sexual purity, and agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of Options.



JOB OVERVIEW:

- Oversees the Resource Center operations.
- Implements programs to meet client needs including parenting classes, inventory management, and Car Seat class facilitation and installation.

HOURS:

31 Hours per WEEK:
M, W, Th: 9:15am-5pm
Tu: 9:15am-7pm

CONTACT US:

(830) 629-7565
administration@optionsforlifefn.org

QUALIFICATIONS:

- A committed Christian who demonstrates a personal relationship with Jesus Christ.
- Exhibit strong commitment and dedication to the pro-life position.
- Be a certified Car Seat Technician OR be willing to be certified to serve as one.
- Possess excellent planning, execution, organizational skills, strong detail orientation, problem solving, and planning.
- Be proficient in Microsoft Office; (Word, Excel, PowerPoint, and Outlook)
- Be a self-starter; able to carry out responsibilities with little or no supervision.
- Possess a love for creativity and design.
- Bilingual preferred.
- Possesses the ability to guide volunteers within the policies of the Center.

We are

HIRING

Outreach Manager



We are looking for an individual with a heart for the Lord, who feels called to partner with Options to share the love of Jesus with those facing an unplanned pregnancy.

Options staff members must exhibit a strong commitment and dedication to the pro-life position and agree with and be willing to uphold the Statement of Principle, Statement of Faith, and Policies of Options.

QUALIFICATIONS

- Excellent communication skills, both written and verbal
- Ability to develop relationships with clients and members of the community
- Flexibility in responding to the needs of the Center as we work to serve clients
- Possess a bachelor's degree in a helping field, or equivalent experience
- Be proficient in the use of all Microsoft Office and various media platforms (Canva, WIX, etc.)
- Exhibit good planning, implementation and organizational skills with strong detail orientation

PRIMARY RESPONSIBILITIES

- Represent the ministry in civic organizations and other public forums to enhance development efforts for the Center
- Coordinate and evaluate various areas of fundraising and community outreach development
- Develop and maintain strong working relationships with key contacts within the community
- Identify fundraising opportunities
- Devise and implement strategies to develop relationships within individual donors and community churches; cultivate these relationships to expand the ministry's donor base
- Develop content and design for social media

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1126 N. Loop 337, New Braunfels, TX 78130

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