

# EMBRACE *Grace*

## Outreach Coordinator

Embrace Grace relies heavily on our Pregnancy Center Partnerships to love on single and pregnant moms facing an unplanned pregnancy. A Pregnancy Center is a nonprofit organization that offers support to women and men faced with difficult pregnancy decisions. Embrace Grace helps bridge the gap between pregnancy centers and local churches through our Love Box program and other initiatives. We partner with pregnancy centers around the country so that women know they do not have to walk through an unplanned pregnancy alone.

We are looking for a full-time coordinator who will assist in growing and strengthening these organizational partnerships and pregnancy center partnerships. If you are great at communicating, are optimistic, naturally persuasive, and an empathetic listener, love variety, and doing multiple tasks, we want you to apply for this position!

### REQUIREMENTS:

To be seriously considered for this role, please have the following:

- Must have excellent communication and listening skills
- Enjoy being on the phone
- Must be a strategic Multi-tasker
- Must have great people skills
- Must be detailed
- Salesforce Experience is preferred but not required

### RESPONSIBILITIES:

As the Embrace Grace Outreach Coordinator, some of your responsibilities include the following:

- Respond to questions organizations/pregnancy centers submit to us via phone and email.
- Explain Embrace Grace's Mission and Vision to potential partners.
- Provide support to partners on Embrace Grace's Love Box program.
- Update & manage organization/pregnancy center details in our system to ensure the organization and accuracy of each partner's information.
- Connect our existing groups to pregnancy centers in their area to gain Love Box Pregnancy Center partners.
- Minimal Travel may be required.

To apply, go to <https://go.cultureindex.com/s/TJ05FfmiD1> to complete your Culture Index Survey and upload your resume. If you have any questions regarding this position, email [jobs@embracegrace.com](mailto:jobs@embracegrace.com). PLEASE BE SURE YOUR RESUME IS ATTACHED TO THE CULTURE INDEX BEFORE SUBMITTING IT; THANK YOU!