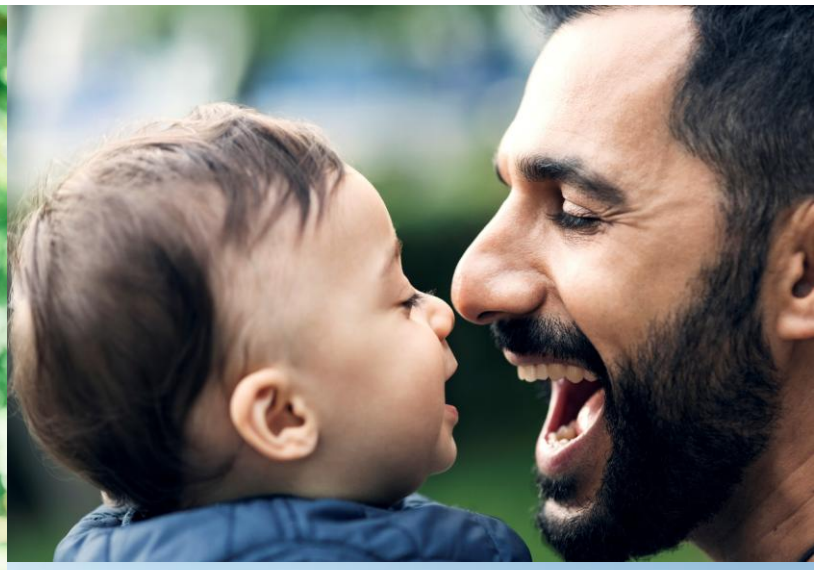
AlphaCare®

Employment Opportunity Profile

Engagement Coordinator

Full-time with benefits
Salary







3807 Lancaster Ave., Philadelphia, PA 19104
friendsofalphacare.org | alphacarephilly.org
215.546.8686 | office@alphacarephilly.org

Missional Overview

AlphaCare seeks to empower pregnant women and families by providing health and social services and serving as a bridge to community resources. Ministering for over 45 years, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences hope, health, and healing.

To that end, AlphaCare provides medical services, including lab-level pregnancy testing and limited obstetric ultrasounds, social services and community resources. Providing all services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in West Philadelphia on Lancaster Avenue, in 2016 AlphaCare added a Mobile Medical Clinic (MMC). The MMC, fully equipped with ultrasound, serves patients in different locations throughout the city. This allows AlphaCare to reach more patients in their own communities.

AlphaCare seeks to be inclusive in our search for and integration of staff, volunteers, board members, and financial partners. We do this to acquire a wide range of skills, experience, and insight to best meet the needs of and serve our diverse client population. Each staff member brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team dedicated to making a difference in the Philadelphia community.

Position Summary

The Engagement Coordinator's builds meaningful relationships with individuals and groups, creating opportunities to connect with AlphaCare's mission through volunteering, advocacy, and community engagement. Working closely with the Development team, this role cultivates future ambassadors and donors, supports fundraising initiatives, and contributes creative ideas to expand engagement. The coordinator also oversees hospitality at our volunteer hub, "Ki'm's Corner", ensuring a welcoming, organized, and visually engaging space that reflects AlphaCare's mission.

Duties and Responsibilities

People and Engagement

- Welcome and host individuals and groups at AlphaCare, creating meaningful experiences that connect them to AlphaCare's mission
- Support and develop relationships with college clubs, youth groups, Bible studies, churches, and community organizations.
- Develop creative opportunities for individuals and groups to serve based on their unique skills and interests

Development

- Work closely with the Development team to strengthen relationships and support engagement and fundraising initiatives
- Identify individuals with the potential to become more involved through volunteering, advocacy, leadership, and financial support
- Coordinate and support individual-led fundraising initiatives, such as bake sales, 5K runs, and other events hosted to benefit AlphaCare.
- Contribute to the Development team's creative strategy and planning

Managing Kim's Corner (Boutique for AlphaCare Clients & Volunteer Hub)

- Coordinate hospitality for onsite guests and volunteers, ensuring a welcoming and positive experience.
- Build a welcoming, engaging, and mission-centered environment in Kim's Corner, including creative displays and materials
- Maintain a clean, organized, and visually appealing space with a strong aesthetic sense and attention to detail
- Clearly organize and communicate tasks and assignments, providing effective written and verbal instructions. Familiarity with Canva or professional design software is appreciated but not required.

Qualifications

Required

- Enthusiastic embracing of AlphaCare's vision, mission and statements of doctrine and purpose
- Regular, active participation in church community
- Enjoy people and demonstrate excellent customer service skills
- Flexibility, multi-tasking and willingness to perform additional tasks as assigned
- High degree and range of cultural humility
- Ability to interact with ease and grace with diverse personalities and situations
- Availability to work occasional evening or weekend hours
- Ability to occasionally lift and carry boxes and supplies weighing up to 40 pounds, with or without reasonable accommodation.
- Both full-time and part-time candidates will be considered

AlphaCare is an equal opportunity employer. We aim for a diverse and inclusive workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Employee Benefit Highlights

- Separate Paid Time Off (PTO) and paid Sick Leave
- Paid individual retreat days for mental, spiritual, and physical rest
- Retirement fund with employer matching contributions up to 3% upon completion of first year of employment
- Health insurance coverage for employee and 40% coverage for family members
- Dental stipend
- Two months paid sabbatical after seven years of employment

Interested applicants, please email
resume and cover letter to
AlphaCare at office@alphacarephilly.org.