

Care Net – Job Vacancy Announcement

Position:	Executive Director
Hours / Week:	24 to 30 Hours
Hourly Wage:	\$18 per hour
Application Deadline: 03/7/2019	Send cover letter and resume to: Careneterleans@gmail.com or Care Net, PO Box 229, Albion, NY 14411 *Review of application materials will begin immediately and will continue until the position is filled
Required Qualifications:	<ul style="list-style-type: none"> • Be a committed Christian who demonstrates a personal relationship with Jesus Christ. • Exhibit strong commitment and dedication to the pro-life position and sexual purity. • Bachelor's degree in related field or related equivalent experience. • Two years of experience in an administrative position with supervisory experience. • Experience in marketing, fund-raising, and public relations/development. • Exhibit skill in interpersonal communication, public speaking, writing, problem solving and effective media relations. • Able to provide spiritual leadership, discipleship, and encouragement for staff, volunteers and clients. • Knowledge of strategic planning. • Ability to carry out responsibilities without supervision.
Essential Functions:	<p><u>Administrative:</u></p> <ul style="list-style-type: none"> • Provide managerial support, direction, supervision, and training to staff. • Conduct written and oral evaluations of staff annually. • Oversee and ensure that accurate and current financial records are kept and reported to the Board. • Ensure that all policies are carried out, as well as coordinate the appropriate staff, new policies to be approved and implemented. • Hold weekly staff meetings to keep well informed of staff and client needs and progress. • Attend all Board meetings and present monthly reports. • Attend committee meetings as needed. <p><u>Development:</u></p> <ul style="list-style-type: none"> • Plan, conduct and work with staff and committees to implement and execute fundraising events, direct mail and newsletters. • Develop and execute a Church Relations Development program. • Ongoing communications with donors. • Produce long and short-term objectives to accomplish the ministry goals of the Center. <p><u>Public Relations:</u></p> <ul style="list-style-type: none"> • Educate the local community, including churches, pastors, community groups, as well as the professional community about the pregnancy center ministry at Care Net with the goal of obtaining support and involvement with the ministry. • Develop and maintain ongoing relationships with pastors and churches in the community. • Develop and maintain relationships with other ministries/organizations that meet client needs. • Represent the ministry and services of the pregnancy center to the community and the media. • Develop, oversee, and revise promotional materials used in presenting the Center to clients, community and churches. • Work diligently to promote public awareness of the ministry through advertisement and church presentations. • Respectfully represent the Care Net Center at all times.

Executive Director Employment Application

Last Name:	First Name:	MI:	Position Sought:
Street Address, City, State, ZIP			
Phone:	Social Security #:	Are you over age 18?	
Are you legally eligible for employment in the United States?		Have you ever been convicted of a crime? If yes please explain:	
Available Start Date:	Are you currently working:	Salary Desired:	

EMPLOYMENT HISTORY

1. Most Recent Employer	Start Date	End Date	Position Held	Reason for Leaving
2. Previous Employer	Start Date	End Date	Position Held	Reason for Leaving
3. Previous Employer	Start Date	End Date	Position Held	Reason for Leaving

EDUCATION

Name of High School	Start Date	End Date	Course of Study	Degree
Name of College/University	Start Date	End Date	Course of Study	Degree
Certification Acquired	Start Date	End Date	Course of Study	
Other Training / Education	Start Date	End Date	Course of Study	Degree

REFERENCES – Please provide two professional references and two personal references

Name	Address	Phone	Yrs Acquainted
Relationship			
Name	Address	Phone	Yrs Acquainted
Relationship			
Name	Address	Phone	Yrs Acquainted
Relationship			
Name	Address	Phone	Yrs Acquainted
Relationship			

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Applicant: _____

OTHER

1. What special skills, talents, gifts or personality traits would you bring to this ministry?
2. This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide crisis pregnancy services in this community. Please write a brief statement about how your faith would affect your work if hired.
3. Other Comments:

Applicant's Certification and Agreement:

I certify that the above statements are true and complete to the best of my knowledge. I authorize Care Net Center of Greater Orleans to verify accuracy and obtain reference information, and to conduct a background check. I release Care Net Pregnancy Center of Greater Orleans from any liability relating to the provision of such information relating to employment decisions. I also understand that if employed, any falsified statements on this application may lead to my prompt dismissal. If I accept a position with Care Net Center of Greater Orleans, I agree to fully adhere to the policies and rules of this organization. I understand that any employment offered to me will be for an indefinite duration and on an at-will basis. I understand that the Care Net Center of Greater Orleans and I will have the right to terminate any such employment with or without notice or cause.

I further certify that I have read and am in full agreement with this statement, along with the pregnancy center's *Statement of Faith* and *Statement of Principle*.

Signature of Applicant:	Date:
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For Executive Director Applicants:

1. Why are you interested in assuming the leadership of the center?

2. Describe either current and past positions held or services performed for other nonprofit organizations or ministries.

3. What special skills, talents, gifts, or personality traits would you contribute to this ministry?

4. What would you say are your strengths and weaknesses? Be specific and use examples.

5. Give us an example of how you have managed conflict with others.

6. To what extent is your support system behind your desire to assume the reins of the Center?

7. What has been your experience working with / leading volunteers?

8. How would you assess your knowledge of the Biblical teaching on the sanctity of human life?

9. Under what circumstances, if any, is abortion justifiable in your opinion? Explain?

10. When do you feel sexual intercourse is morally permissible? Explain.

11. Describe your experience, knowledge, or awareness of adoption.

12. Are you uncomfortable with any aspect of the Center's Statement of Faith, Statement of Principle, or Mission Statement? Yes No If yes please explain.

Background Information:

13. What is a Christian?

14. Give a brief statement about how you came to know Christ as your personal Savior and Lord.

15. How has your life changed since your personal relationship with Jesus Christ began? Please be specific.

16. Please provide your church name, phone, address, senior pastor and denomination.

17. How is God using you in your current church?

18. How would you characterize your devotional life?

19. If there is anything not covered by this form which you think would be helpful to the Board in evaluating your application, please share this here.

References:

Please list references from your pastor, a professional reference and a character reference.

Name: _____ Relationship: _____
Address: _____
Phone: _____

Name: _____ Relationship: _____
Address: _____
Phone: _____

Name: _____ Relationship: _____
Address: _____
Phone: _____



Center of Greater Orleans

168 South Main Street, Suite #2 - Albion, NY 14411

(585) 589-7505: Fax 585-589-7715

E-mail: carenetorleans@gmail.com

Statement of Principle

1. The Care Net Center of Greater Orleans is an outreach ministry of Jesus Christ through His church. Therefore, this Center, embodied in its volunteers, is committed to presenting the Gospel of our Lord to women with crisis pregnancies - both in word and in deed. Commensurate with this purpose, those who labor as Center Board Members, Directors and/or volunteers, are expected to know Christ as their Savior and Lord.
2. The Care Net Center of Greater Orleans is committed to providing its clients with accurate and complete information about both pre-natal development and abortion.
3. The Care Net Center of Greater Orleans is committed to integrity in dealing with clients earning their trust and providing promised information and services. The Center denounces any form of deception in its corporate advertising or individual conversations with its clients.
4. The Care Net Center of Greater Orleans is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people, and the community at large, women may face the future with hope and plan constructively for themselves and their babies.
5. The Care Net Center of Greater Orleans does not discriminate in providing services because of race, creed, color, national origin, age or marital status of its clients.
6. The Care Net Center of Greater Orleans does not recommend, provide or refer for abortion or abortifacients.
7. The Care Net Center of Greater Orleans offers assistance free of charge at all times.
8. The Care Net Center of Greater Orleans is committed to creating awareness, within the local community, of the needs of pregnant women and the fact that abortion only compounds human need, rather than resolving it.
9. The Care Net Center of Greater Orleans does not recommend, provide or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.
10. The Care Net Center of Greater Orleans recognizes the validity of adoption as one alternative to abortion, but it is not biased toward adoption when compared to other life-saving alternatives. Centers are independent of adoption agencies, relating to them in the same manner as other helpful referral sources. The Center receives no payment of any kind from these agencies, does not enter into a contractual relationship with them, and does not share combined office space. Adoption agencies are not established under the auspices of Centers. The Center neither initiates nor facilitates independent adoptions, though they may refer for independent adoptions in states where it is legal.



Center of Greater Orleans

Statement of Faith

1. We believe in the existence of an infinite-personal God; external, existent in three persons – Father, Son and Holy Spirit.
2. Jesus Christ is God's Son and the Savior to those who received Him (John 1:1-14, Hebrews 7:25)
3. The Holy Spirit is our divine Comforter and Empowerer (John 14:26, Acts 1:8)
4. The Bible is the inspired Word of God (2 Timothy 3:16)
5. The return of our Lord and Savior, Jesus Christ, will be a literal, personal and visible event (John 14:1-3, Acts 1:11, Matthew 24:30)
6. Man by nature is sinful and in need of regeneration through Jesus Christ (Romans 3:23, Isaiah 53:6)
7. Only Jesus Christ can release persons from guilt and re-create us as new creatures in Him (1 John 1:9, Romans 8:1, 2 Corinthians 12)
8. Eternal life is God's gift and is received through Jesus Christ (Romans 6:23)
9. Righteousness comes by grace through faith (Romans 4:3-5, Ephesians 2:8)
10. God gives His gifts of the Holy Spirit to man as He wills (1 Corinthians 12)
11. Human life, as created by God in His image, is sacred to God and is a continuum from conception until death (Genesis 1:27, Exodus 20:12, Psalms 139:13-16, Matthew 1:20)