



**KEYSTONE**  
FAMILY ALLIANCE

## **Position Description**

Title: Lehigh-Northampton County Coordinator

I report to: Executive Director

My teams: Care Communities, Gateway, Stand Sunday, Recruitment, Church Connections, Lehigh-Northampton County Fundraising, Prayer, Agency Support

Reporting to Me: Leaders of the above teams

Category: Part-time, paid: Hybrid: 60% in-person, 40% at home

Currently held by: Trista Herrlin

Last updated: June 18<sup>th</sup>, 2026

### **Mission Statement:**

- Ensure that every Christian in Pennsylvania is aware of the plight of orphans and vulnerable children locally and globally.
- Motivate every believer in Pennsylvania to engage in their responsibility to care for orphans and vulnerable children.
- Provide Biblically-based resources and material support to help create well-equipped homes for every orphan and vulnerable child in Pennsylvania.

### **Job Summary:**

Develop and equip the teams necessary to fulfill the Mission of Keystone Family Alliance in Lehigh-Northampton County by engaging with Christian churches and congregations to educate, motivate, and equip them.

### **Priority Areas and Details**

#### ○ *Care Communities*

- Build wrap around support teams for foster, adoptive, and biological families in Lehigh-Northampton County by recruiting volunteers through local Christian churches
  - Recruit, equip, and offer ongoing coaching every other month to Advocates (leaders) to support the expanding need for Care Communities.
    - Checking in monthly with a new Advocate until their first Care Community launches.
    - Providing materials and resources to equip Advocates.

#### ○ *NeedBridge*

- Recruit volunteers through local churches to connect congregations to the needs of vulnerable children and families in the local communities.
- Promote the use of the NeedBridge platform to local agencies.

- Work with caseworkers and volunteers to ensure completion of all connections.
- Monitor volunteers and agency workers, as well as the use of the platform.
- ***Annual Events***
  - Create the following events:
    - Stand Sunday
    - Pastor Breakfast
  - Create, execute, and collaborate with churches on the above listed events.
  - Provide and distribute biblically-based resources to pastors and church leaders that will equip them for successful events.
- ***Recruitment***
  - Work with local foster and adoption agencies on how they can best be served to help recruit *More Than Enough* homes and resources for local children before, during, and after foster care.
  - Share the need for foster and adoptive homes at local churches and encourage Christians to consider foster care and adoption.
    - Share foster and adoptive agency information with interested individuals and families.
  - Raise awareness in Lehigh-Northampton County churches of locally run international orphan sponsorship programs and service opportunities.
- ***Church Connections***
  - Create and implement a strategic plan for a meaningful connection with every congregation in Lehigh-Northampton County at least one time every other year.
  - Speak at churches on a regular basis to present the mission and vision of KFA.
  - Work with the Executive Administrator to maintain up to date church records.
  - Form a team of Church Advocates from county churches and meet with them 6-8 times per year.
- ***Fundraising***
  - Participate annually in the *Fundraiser and Awareness* Event.
  - Work with their Coach on developing and monitoring an annual budget.
  - Form a team to execute a successful event each year.
- ***Prayer***
  - Send out at least one monthly prayer email with 4-5 prayer requests of local needs of families, agencies, and Keystone Family Alliance.
  - Maintain confidentiality within the requests, offering only vague descriptions of needs.
  - Share answered prayers when known.
- ***Agency Support***
  - Continue positive relationships with local government and private child welfare

- agencies.
- Support these agencies as necessary through special recognition, group meals and treats.
- Support as opportunities present themselves.
- *Perform all other duties assigned by the Executive Director.*

**Employee Qualifications**

- *Agree and adhere to the Shared Affirmations of Faith, Core Commitments, and Guiding Principles outlined in the Keystone Family Alliance Church Partnership Agreement.*
- *Must be a regular attender and engaged in the activities of a local Christian church.*

Coordinator Name: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_