

Choices Pregnancy Services

Education Coordinator

Position Description

Objectives of the Position: To be responsible for supervision and implementation of all aspects of Choices Pregnancy Services' Abstinence Education programs.

Reports to: Executive Director

Supervises: Abstinence Educators

Qualifications: The Education Coordinator should-

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to pro-life position.
3. Agree with and be willing to uphold CPS Statements of Faith and Mission, and the Policies and Procedures.
4. Have a bachelor's or master's degree, preferably in a helping field, or related experience equivalent.
5. Have one year of experience as a volunteer in some ministry capacity.
6. Have two years of experience in a helping profession position requiring management experience or equivalent.
7. Exhibit skill in interpersonal communication, administration, education, public speaking and problem solving.
8. Be able to provide spiritual leadership, discipleship, encouragement, and direction for staff and volunteers.
9. Be able to carry out responsibilities with little or no supervision.
10. Be self-motivated, dependable, and responsible.

Major Responsibilities:

A. Administrative

1. Implement vision and provide leadership to all aspects of the Abstinence Education program of CPS with direction and guidance provided by the Executive Director.
2. Responsible for contacting and scheduling new schools/churches.
3. Responsible for scheduling of all Abstinence Education presentations and Abstinence speakers.
4. Follow up calls or emails to be made to the schools/churches and speakers, reminding them of upcoming engagements.
5. Develop and maintain necessary educational content included in the Abstinence Program.
6. Develop, update and prepare handouts for all educational programs.
7. Ensure that CPS policies and procedures are implemented by all Abstinence Educators.
8. Develop new Abstinence presentations as needed and provide new information to Educators as needed.
9. Ensure Abstinence Educators receive necessary materials and information regarding speaking engagements and administrative changes.
10. Oversee recruitment and training of Abstinence Educators.
11. Collect, organize and analyze survey data from Abstinence Program student responses.
12. Compile quarterly reports for Executive Director and Board of Directors.
13. Calculate Abstinence Educators' wages and submit to payroll.
14. Assist Office Manager with projects as needed.
15. Answer phones, assist with clients and cover reception desk as needed.

B. Training

1. Schedule and conduct seminars for training new Abstinence Educators and provide ongoing in-service training as needed.
2. Attend regular continuing education events relevant to abstinence education.
3. Stay on top of teen culture/trends and disseminate pertinent information to Abstinence Educators.

D. Public Relations

1. Be proficient in all the CPS presentations and deliver them to groups.
2. Maintain a relationship with schools, youth groups, civic groups, and parachurch ministries that may request abstinence education from CPS.
3. Represent CPS to pastors, churches, and organizations as requested by the Executive Director.
4. Participate in fundraising events as requested by the Executive Director.
5. Maintain a working relationship with other abstinence organizations.
6. Manage, produce and promote Real Choices social media content and website.
7. Follow up with inactive Abstinence Educators and maintain relationships with current Educators.

E. Supervision/Evaluation

1. Assess and evaluate the performance and conduct of Abstinence Educators, including at least one on-site observation.
2. Encourage a positive team effort between Abstinence Educators and CPS client services staff.
3. Attend and contribute to monthly Director's Meetings.

F. Growing the Program

1. The Education Coordinator is responsible for initiating growth in the total number of schools utilizing the abstinence programs of the Center.
2. The Education Coordinator will evaluate the current Abstinence Education program and research the possibility of changing or expanding with new or expanded curriculum. Potential opportunities for the future include looking into providing Parent's Programs, programs available to the community at large, and offering programs for college-age young adults, focusing on the local college campuses.

Education Coordinator's job responsibilities are subject to periodic adjustments at the discretion of the Executive Director. The Education Coordinator shall receive an annual written and oral evaluation by the Executive Director.

To apply, please submit a cover letter and resume by email or mail to:

Choices Pregnancy Services
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