

Men's Services Director – Women's Pregnancy Center

Reports to: Executive Director

Supervises: Male Volunteers

Status: Exempt, Full-Time Employee, 32-40 hours per week (Subject to change)

About Education for Life: Founded in 1981, Education for Life is a 501c3 faith based pro-life ministry. Because all people have inherent value, we promise compassionate care while providing education through medically accurate, truthful information surrounding the ongoing physical, emotional, and spiritual aspects of sexual health and pregnancy decisions to women, men, and families.

Job Position Summary: The Men's Services Director is responsible for overseeing men's services provided at Women's Pregnancy Center, an outreach of Education for Life. The Men's Director will work closely with the Client Services Director and the Intervention Team to conduct a quality program and coaching for men in pregnancy situations in an environment of compassion and respect. Additionally, the Men's Services Director will be a part of Church and Community Engagement Team to help equip the church and recruit volunteers.

Experience:

- High school graduate.
- Preferred college education or volunteer/job related experience.

Qualifications:

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ with evidence of Christian maturity in personal and professional life.
- Expresses full agreement with EFL's foundational statements and is willing to adhere to and uphold the organization's policies and procedures.
- Holds a consistent life-affirming position and exhibits strong commitment and dedication to the pro-life position.
- Experience in a helping profession in a supervisory role.
- Has lay counseling experience.
- Possesses exceptional interpersonal skills to interact with clients and team members.
- Skilled in interpersonal communication, empathy for helping others, present, and an exceptional listener with problem-solving skills to provide emotional support.
- Demonstrates strong verbal and written communication skills.
- Able to maintain a high level of integrity and confidentiality with patient information.
- Is dependable and committed to the ministry of Education for Life.
- Has a teachable spirit and functions well in a team environment.
- Exhibits strong administrative skills, takes initiative and is flexible.
- Has efficient computer skills and aptitude to learn database programs and systems.
- Bilingual a plus.

Essential Functions of the Men's Services Director: Perform the following duties to oversee services provided to male clients provided through WPC in accordance with EFL Policies and Procedures.

Management and Administration:

- Provide leadership, support, and accountability to male volunteers.
- Develop and maintain schedule for male staff/volunteers.
- Maintain the security of all client files.
- Oversee data entry of client files/audit/assist with statistical information, including data entry.
- Collaborate with the CSD/ED to continually evaluate services to men and make recommendations to enhance services provided.

Men's Services

- Meet on-on-one with male clients to assess needs, provide coaching regarding needs and options.
- Offer support, material resources, and referrals appropriate to a client's situation.
- Mentor young fathers.
- Teach classes for male clients.
- Develop community outreaches to dads/potential male clients.
- Support the religious mission of the ministry by having spiritual conversations and a boldness to share the gospel and pray with a client as appropriate.

Staff/Volunteer Development/Management:

- Assist ED in recruiting, selecting, and interviewing volunteers/staff for men's services.
- Provide training to new men's services volunteers.
- Work with ED/CSD to develop and conduct continuing education and enrichment opportunities to equip team to effectively serve male clients.
- Provide encouragement and be available to minister to the needs of volunteers and team members.

Other:

- Complete EFL/WPC training.
- Attend scheduled staff and in-service meetings.
- Serve on the Level 10 Leadership Teams.
- Serve as a representative of EFL when requested.
- Other duties and responsibilities as assigned by the Executive Director.
- Participate in major EFL fundraising events.

Employee Acknowledgement:

This job description describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, and abilities that are required for the employee.

I have read and understand the Position Description for the position I hold at Education for Life. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Education for Life.
2. It does not constitute an employment contract with Education for Life.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Education for Life

I understand and agree that my employment with Education for Life is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

A signed copy of this job description will be on file in each team member's personnel record.