



3700 Galley Rd. Colorado Springs, CO 80909 www.elifenetwork.com

Life Network exists to cultivate a community that values life through the love of Christ

LIFESTEPS ASSISTANT

Life Network seeks a compassionate and professional individual to serve within the LifeSteps parenting program. This position requires excellent administrative and organizational skills, maturity, and experience. The qualities we seek include a flexible, personable and highly detailed individual. This role is responsible for the supervision, organization and distribution of material resources, lay counseling of pregnant and/or new mothers, as well as the encouragement and training of volunteers. This is a 28 hours per week position and reports to the LifeSteps Director.

RESPONSIBILITIES

- Assists LifeSteps Director with oversight of the LifeSteps program.
- Assists LifeSteps Director with planning, oversight and management of ministry and volunteer events.
- Oversees operation and organization of the Baby Boutique and work areas.
- Trains and supervises Baby Boutique staff and volunteers.
- Works directly with clients in a mentoring capacity.
- Able to organize and plan client lessons.
- Collaborates in long range vision planning and implementation.
- Handles additional administrative duties as assigned by LifeSteps Director.
- Participation by all staff is required at Life Network's major events.

QUALIFICATIONS:

- Due to the nature of the position, all applicants must be a parent.
- Strong advocate for sanctity of life issues.
- Agrees with Life Network's belief statements.
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life, as well as an active commitment in a local church.
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel.
- High school graduate and preferred college education with volunteer/job experience.
- Possesses a teachable attitude and functions well within a team environment.
- Self-motivated and has a high attention to detail.
- Exceptional interpersonal, organizational and communication skills, both oral and written.
- Flexible with unanticipated or unusual situations.
- Ability to perform light to moderate lifting.
- Proficient in Microsoft Office Suite, specifically Publisher, as well as internet savvy.

CONTACT INFORMATION

Luz Davidson, HR@elifenetwork.com