



3700 Galley Rd. Colorado Springs, CO 80909 [www.elifenetwork.com](http://www.elifenetwork.com)

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

## **PREGNANCY CENTER ASSISTANT DIRECTOR**

The Assistant Director, under the direction of the Colorado Springs Pregnancy Center Director, provides day-to-day oversight, training and support of volunteer lay counselors; ensures proper policies and procedures are continuously implemented while maintaining the operation of the ministry. This position is 40 hours a week and encompasses a diverse role in which hundreds of clients and volunteers each year are served with professionalism and compassion.

### **Responsibilities**

- Provides direct assistance to volunteer counselors and assists to determine appropriate referrals
- Participates in training and observation of volunteers
- Assists Director with program development, volunteer training and implementation
- Serves as a counselor to high risk clients and as needed for other situations
- Assists in reviewing client files
- Assists in reviewing of volunteer lay counselors and ongoing on-site training
- Assists Client Services staff with planning and implementation of in-service trainings and volunteer appreciation events
- Handles administrative tasks and additional duties as assigned by Pregnancy Center Director
- Participation by all staff is required at Life Network's major events.

### **Qualifications**

- Possesses Christian testimony with evidence of Christian maturity
- Agreement with Life Network Mission Statement and Statement of Faith
- A passion for the ministry of the Pregnancy Center and a heart for evangelism
- Demonstrates strong interpersonal communication and effective listening skills
- Teachable, flexible and functions well in a team environment
- Self-motivated, well organized and able to prioritize work
- Strong written and verbal communication skills
- Computer skills in Microsoft Office and some knowledge of social networking

## **CONTACT INFORMATION**

Please send cover letter, resume and completed application to Luz Davidson, Operations Manager, [HR@elifenetwork.com](mailto:HR@elifenetwork.com) or Life Network, 3700 Galley Rd., Colorado Springs, CO 80909.