



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 DIRECTOR

Life Network seeks a compassionate and professional individual to serve as Assistant Director in the LifeSteps program. This position is responsible for the supervision of the LifeSteps program administration needs, organization and distribution of material resources, lay coaching of clients who are pregnant or are new mothers. This position will be responsible for the encouragement, supervision and training of volunteers.

CLASSIFICATION

Full-time positions at 32-40 hours per week for Galley and Fountain Valley location. Scheduled hours depend on location, Monday through Saturday with evening hours. Reports to the LifeSteps Director.

RESPONSIBILITIES

- Helps LifeSteps Director with overseeing the LifeSteps program
- Able to organize and plan lessons for clients
- Works directly with clients in a mentoring capacity
- Assists with training and supervision of volunteers
- Manages the client database program
- Assists LifeSteps Director with volunteer functions and ministry events
- Participates in long range vision planning and implementation
- Handles additional duties as assigned by LifeSteps Director
- Participates in staff development events and volunteer in-services
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- High school graduate
- Preferred college education or volunteer/job related experience
- Due to the nature of the position, all applicants must be a parent for minimum of two years

QUALIFICATIONS

- Strong advocate for sanctity of life issues
- 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
- Possesses a teachable spirit and functions well in a team environment
- Self-motivated and has a high attention to detail
- Proven lay counseling capabilities
- Efficient, organized and able to prioritize work and multitask
- Exceptional interpersonal, organizational and communication skills, both oral and written

- Able to be flexible in unanticipated and unusual situations
- Proficient in Microsoft Office
- Aptitude to learn database programs and systems
- Fluent in English and Spanish highly preferred

CONTACT INFORMATION

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