



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

MEN'S SERVICES COORDINATOR

Life Network seeks a compassionate, capable and leadership-oriented man to serve as the Men's Services Coordinator. The position is responsible for supporting and collaborating with the Director and Assistant Director of Men's Services (MS Leadership) in the development and administration of the department, the coaching and education of clients, and the support and training of volunteers.

CLASSIFICATION

Part-time position at 30 hours per week. Required to work one evening per week (minimum). Reports to the Men's Services Director.

RESPONSIBILITIES

Communication

- Prepare and submit written reports (i.e. quarterly director's reports) as required
- Set appointments, make phone calls and prepare correspondence
- Answer department phone line, follow up with phone calls, process voicemails and emails, and keep the Men's Services team and/or volunteers posted of any communication that needs to be handled

Administration

- Able to organize and plan lessons
- Performs administrative duties and monthly statistical reporting to maintain and support the program as well as document department impact
- Maintain volunteer database
- Assist in planning any department events and/or meetings
- Attend monthly Life Network staff meetings
- Administrate and coordinate program calendars
- Assist MS Leadership with other administrative duties as assigned

Fatherhood Program

- Work directly with clients in a coaching capacity
- Provide ongoing emotional, technical and administrative support to volunteers
- Assist in the training of new Men's Services volunteers
- Assist in the development of program improvements
- Review and update Fatherhood procedures and systems

Additional Men's Services Tasks

- Conduct Male Client Advocacy (MCLA) appointments
- Provide education to men within the Colorado Springs Pregnancy Center
- Help coordinate and supervise volunteers as assigned by MS Leadership
- Collaborate with MS Leadership concerning oversight of programs (i.e., MCLA, Fatherhood Program and Post Abortive Care)
- Participates in department evaluation, vision planning, goal setting, and implementation
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- Bachelor's Degree or equivalent work experience preferred
- Two years minimum working in an administrative setting
- Two years minimum in management/supervisory role preferred
- 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
- 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
- Ability to effectively and wisely lead volunteers and/or staff
- Ability to effectively communicate with adults of various age demographics and diverse socioeconomic backgrounds
- Ability to function well in a team environment, i.e., collaboration
- Ability to manage and maintain confidential information
- Ability to write clear and concise reports, letters and/or memos
- Ability to use technology effectively, including (but not limited to): computers, casting technology, Word, Excel, various productivity software, and social media platforms
- Detail oriented
- Efficient and organized; able to set and execute goals and prioritize responsibilities
- Exceptional interpersonal, organizational and communication skills, both oral and written, with a high degree of professionalism and maturity

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.