

Life NETWORK

Valuing life. Transforming lives.

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 ASSISTANT DIRECTOR

Life Network seeks a compassionate, capable and leadership-oriented man to serve as the assistant director in the Men's Services department. This position is responsible for collaborating with the director of Men's Services (DMS) in the development and growth of the overall department, the coaching and education of clients, the support and training of volunteers, and to provide support to the DMS and leadership for the Men's Services department as a whole.

CLASSIFICATION

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

RESPONSIBILITIES

Fatherhood Program:

- Works directly with clients in a mentoring capacity
- Provides ongoing emotional, technical and administrative support to volunteers
- Assists in the interviewing and training of new Fatherhood coaches
- Monitors quality of programs and assists in the development of program improvements
- Reviews and updates Fatherhood client notes in database

Male Client Advocacy (MCLA):

- Meets with male partners of female clients in pregnancy center environment, encouraging them to positively impact the pregnancy decision
- Encourages and promotes Fatherhood Program for male clients considering parenting
- Trains and supports volunteer MCLAs
- Conducts MCLA appointments
- Reviews notes and follows up with clients on regular basis

Post-Abortion Care:

- Meets with male clients that have experienced an abortion and provides resourced care
- Trains and supports post-abortion care volunteers
- Reviews and updates post-abortion client notes

Communication:

- Prepares and submits written reports (i.e. quarterly director's reports) on a timely basis as required to document progress for Men's Services
- Answer department phone line, follows up with phone calls, processes voicemails and emails, and maintains team and/or volunteers posted of any communication that needs to be handled
- Sets appointments, makes phone calls and prepares correspondence for DMS

Administration:

- Able to organize and plan lessons for clients
- Performs administrative duties and monthly statistical reporting to maintain and support the program

- Maintains statistics; prepares and submits required written reports on a timely basis to document program impact
- Maintains volunteer database
- Purchases office supplies and anything needed for the department
- Assists in planning any department events and/or meetings
- Attends monthly Life Network staff meetings
- Attends monthly Men's Services staff meetings
- Administrates and coordinates program calendars
- Assist DMS with other administrative duties as assigned

Additional Tasks:

- Trains and supervises volunteers as assigned by the DMS
- Collaborate with DMS concerning oversight of department programs (i.e., MCLA, Fatherhood Program and Post Abortive Care)
- Participates in department evaluation, vision planning and implementation
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- Bachelor's Degree or equivalent work experience
- Two-years minimum experience working in an administrative setting within management/supervisory role
- Due to the nature of the Men's Services department, all applicants must have at least two years of experience as a parent
- Experience in coaching, mentoring and/or discipling preferred

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
- Exceptional interpersonal, organizational and communication skills, both oral and written, with a high degree of professionalism and maturity
- Ability to lead effectively and encourage adult volunteers or paid staff
- Ability to communicate effectively with (young) adults of diverse socioeconomic backgrounds
- Ability to function well in a team environment
- Ability to manage confidential information
- Ability to write clear and concise reports, letters and memos
- Ability to use a computer effectively, including Microsoft 365, Google Drive and social media platforms
- Demonstrates attention to detail
- Efficient and organized; able to prioritize work and multitask

CONTACT INFORMATION

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