



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

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

PARENTING PROGRAM ASSISTANT DIRECTOR

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

RESPONSIBILITIES

- Helps Director with overseeing of the Parenting Program
- Able to organize and plan lessons for clients
- Works directly with clients in a mentoring capacity
- Assists with training and supervises volunteers
- Manages the client care database program
- Assists Director with volunteer functions and ministry events
- Participates in long range vision planning and implementation
- Handles additional duties as assigned by 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
- Full agreement with Life Network statement of faith and foundational statements
- 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 but not required

CLASSIFICATION

Full-time at 40 hours per week. Pay range: \$14.50 - \$17.00 per hour. Benefits eligible for medical, dental and vision, life insurance, retirement plan match, paid time off and holiday pay.

Scheduled hours are Monday through Friday, with evening hours, at Galley location. Reports to the Parenting Program Director.

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.