



## **Director of Education Job Description**

**Position Summary:** Reporting to the Executive Director, the Director of Education is responsible for the development, implementation, and operation of the sexual risk avoidance educational program. This includes the training and management of all volunteers, as well as oversight and facilitation of the program in schools, churches, and other organizations. The Director of Education helps with client care in the center as needed.

**Working Conditions:** Majority of work is done indoors. 35% of time is spent on computer and/or telephone. Local driving is required, and some lifting is required.

### **Qualifications:**

1. Be a committed Christ-follower who demonstrates personal relationship with Christ.
2. Exhibit a strong pro-life commitment and lifestyle of sexual purity.
3. Uphold the Statement of Principle, Statement of Faith, and policies of The Pregnancy Care Center of Rockford.
4. Have a Bachelor's degree or related experience equivalent.
5. Have two years experience in a non-profit, in a supervisory or management position a plus; a background in teaching, coaching, counseling, social work or pastoral work a huge plus in stepping into sexual risk avoidance education.
6. Exhibit excellent interpersonal communication skills, including written and verbal communication with attention to detail.
7. Must be very comfortable with public speaking with flexibility to adjust to various audiences.
8. Have excellent computer skills, including Word, Publisher, Excel, and Power Point, as well as web-based databases, technology and social media.
9. Be self-motivated and dependable, able to manage multiple tasks and problem-solve while meeting deadlines with little supervision.
10. Be a servant leader to the volunteers and a flexible team player with the staff.

### **Detailed Duties:**

#### **I. Administration & Leadership**

1. Remain current with rapidly changing teen culture and conduct new research on sexual risk and sexual health.
2. Evaluate, select, write, and maintain needed educational materials and resources

for the program and prepare materials for volunteer facilitators.

3. Work with school counselors and administrators to create an annual schedule of groups and class presentations, provide feedback, and navigate any issues that arise.
4. Thrive in a teaching role with students, facilitators, parents, and other professionals.
5. Provide vision and implementation for Positive Choices events as well as expanding the program, particularly in adding guy groups and working with future male staff.
6. Report weekly statistics and progress to Executive Director as well as assist with reporting for any grants received.
7. Participate in all-staff meetings/retreats as well as board meetings as requested.
8. Become fully trained as a mentor and receptionist to help with client care in the center as needed.

## **II. Public Relations**

1. Working with the Executive Director, develop materials to promote the program, and pursue new partnerships with schools, churches, and organizations in the community while remaining sensitive to the unique requests of each.
2. Participate in all fundraising events for The Pregnancy Care Center.
3. Participate in meetings with partner organizations, as requested by the Executive Director.
4. Give tours of the facility as needed to donors or community members.

## **III. Training**

1. Assist in recruiting, interviewing, and training of new Positive Choices volunteers, evaluating and updating training materials as needed.
2. Provide on-going training for Positive Choices volunteers, including observing and shadowing as needed.
3. Conduct written and verbal evaluations of Positive Choices volunteers on an annual basis to provide on-going feedback and training to volunteers.
4. Participate in the center volunteer in-service trainings as time permits.

Disclaimer: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of the minimum levels of knowledge, skills and/or abilities to perform this job successfully. The incumbent will possess the abilities or aptitude to perform each duty proficiently. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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