



MEN'S SERVICES COORDINATOR

The **Men's Services Coordinator** will direct the strategy and participate in the execution of the ministry's Men's Services program. The Men's Services Coordinator is responsible for leading all activities within the ministry including supporting men facing unexpected pregnancies, on-going fatherhood coaching, male client advocacy and male post-abortion support.

I. The qualified Coordinator will:

- Have College education or equivalent experience in the field
- Two years minimum in management/supervisory role
- Due to the nature of the position, all applicants must be a parent for minimum of two years
- Possesses Christian testimony with evidence of Christian maturity
- Agreement with Sav-A-Life Mission Statement and Statement of Faith
- Ability to think strategically but also energized by delivering the execution
- Demonstrates excellent supervisory and organizational skills
- A self-starter with initiative as well as ability to exercise wisdom in responsibilities
- Ability to get along with diverse personalities; tactful, mature, and flexible with an understanding of people and their problems
- Proven lay counseling capabilities and excellent interpersonal communication skills
- Ability to complete screening interviews with, and assess placement of, potential volunteers
- Attentive to detail, efficient and able to prioritize work
- Ability to function well within a team environment
- Good communication skills, written and verbal
- Computer skills in Microsoft Office applications and the internet savvy
- In good health with ability to occasionally lift 20-30 lbs.
- Bilingual (Spanish) a plus but not required

II. The Essential Functions for the Coordinator include:

- Provides strategic leadership and direction for the ministry's Men's Services program
- Directs male client advocacy and education to men within the Alabama Pregnancy Test Center in Vestavia
- Oversees curriculum needs and recommends and implements enhancements as needed, with collaboration from Managing Director/Center Director
- Leads training and supervision of Men's Services staff and volunteers
- Performs administrative duties to maintain and develop the department programs and budgets
- Represents the department publicly through occasional public speaking and participation in a variety of public venues
- Participation by all staff is required at Sav-A-Life major events.

III. CLASSIFICATION

- Part-time 20 to 25 hours per week.
- Eligible for retirement plan
- Scheduled hours to be determined

Last Modified: February 14, 2024

Prepared By: Lisa Hogan, Executive Director

Approved By: Lisa Hogan, Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Sav-A-Life, Vestavia. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Sav-A-Life, Vestavia.
2. It does not constitute an employment contract with Sav-A-Life, Vestavia.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Sav-A-Life, Vestavia.

I understand and agree that my employment with Sav-A-Life, Vestavia is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____