



Abortion Recovery Ministry (ARM) Leader Job Description

Description/Purpose

The Abortion Recovery Ministry (ARM) Leader serves to advance the mission, vision, and values of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with former patients, staff, volunteers, and members within the community to lead the transformational and healing ministry that occurs through Abortion Recovery. The ARM Leader plans, organizes, and records all aspects of ARM to include long term visional goals, initiation of small groups, occasional public speaking engagements and consistent shepherding of both facilitators and participants. The role of the ARM Leader is to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Director of Programs.

Responsibilities

The successful candidate will:

- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and ARM participants and facilitators
- Reinforce the humanity of the unborn child with those they encounter in the community and through CPC
- Be able to share the gospel of Jesus Christ and pray with anyone as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Perform other duties as assigned, dependent on organizational needs and employee skills
- Be responsible for administrative duties including recordkeeping of past and current participants and coordinating ARM group scheduling with facilitators and participants
- Ensure all group needs are met including securing location, supplies, as well as emotional support and on-going training
- Supervise facilitators as they lead ARM groups and train new facilitators
- Attend groups in person periodically for consistency and excellence
- Assist with memorial services for each group, physically and emotionally present leading up to and after services
- Provide monthly reporting and accountability to Director of Programs

Qualifications

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching women and men who are post-abortive
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

Professional

The successful candidate will:

- Able to maintain a high level of confidentiality
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Have the ability to excel in a fast-paced, changing, and challenging environment
- Be proficient in Microsoft Office products
- Compassionate and non-judgmental with a shepherd's heart and servant leadership mentality

Education/Experience

The successful candidate will:

- Have the necessary job-related qualifications listed above, and a desire to reach those who are post-abortive

Schedule

The ARM Leader is a Regular, Part-Time position (under 20 hours). The position is approved for remote working opportunities contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The ARM Leader will be expected to be available at Quarterly Staff Meeting and ARM-related events. Unusual Schedule Requirements that may be required of this position include:

- Speaking engagements throughout the year

Compensation and Review

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate and their employment status (regular vs. temporary and/or full-time vs. part-time). Benefits may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

On a regular basis, the ARM Leader may be given a formal performance review by their direct supervisor.

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