



Great Expectations Program Coordinator Job Description

Description/Purpose

The Great Expectations Program Coordinator communicates and coordinates with clients in the pregnancy and infant care classes offered to clients of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with the Great Expectations staff team to track client attendance data, answer communication from clients, coordinate class enrollment and 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 Great Expectations Program Manager.

Responsibilities

The successful candidate will:

- Handle client questions and needs within Great Expectations classes.
- Assist with training incoming class facilitators.
- Oversee training and management of Outreach Volunteers for multiple locations.
- Communicate with staff about changes and updates to the program.
- Track, record and report client attendance data.
- Coordinate class enrollment, offering classes to clients and establishing enrollment.
- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them 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

Qualifications

Professional

The successful candidate will:

- Have strong administrative and organizational skills
- Be available to work weekday evenings regularly
- 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

Education/Experience

The successful candidate will:

- Possess at least a BS/BA (or equivalent experience)

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 at-risk patients considering abortion
- 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

Schedule

The Great Expectations Program Coordinator is a regular, full-time position. The position is approved for remote working opportunities contingent on the employee's demonstrated responsibility and the ministry's needs. The Great Expectations Program Coordinator will be expected to be available during daytime and weekday evenings. Occasional weekends that may be required of this position.

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
- Long-Term Disability Insurance
- Paid time off (holiday, vacation, sick leave, etc.)
- 403(b) Retirement Plan
- And more!

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