



## PREPP Manager Position Description

**Summary:** The PREPP Manager delivers and coordinates excellent pregnancy and parenting education, practical material resource support, and community connections for expectant moms and dads. The PREPP Manager ensures that the Center's education programs empower clients with relevant resources and introduce clients to the hope of the Gospel of Jesus Christ. The PREPP Manager oversees one-on-one PREPP mentoring, group educational programs, material resources coordination, baby shower scheduling, and PREPP Community class planning.

**Reports to:** Client Services Director

**Hours/Compensation:** Hourly, Non-Exempt; Part Time; Approximately 27 hours a week; Eligible for PTO and retirement plan with employer match

### Qualifications:

1. Demonstrates a close personal relationship with Jesus Christ, spiritual maturity, and a prayerful, evangelical witness. (Required)
2. Holds a strong commitment to protecting the sanctity of human life and upholding chastity. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. Committed to Gospel-centered witness in counseling care. (Required)
3. Expresses full agreement with Assist's Statements of Principle and Faith, Code of Ethics, and Policies and Procedures and possesses a sincere desire to reach out to abortion-vulnerable women. (Required)
4. Able to lead and supervise other team members through teaching, training, mentoring, team building, delegating, and decision making. (Required)
5. Able to assess program impact and lead change to accomplish program goals. (Required)
6. Demonstrates skill in project management, organization, and administration of people and processes. (Required)
7. Able to cultivate basic counseling skills in PREPP mentors, ensuring the PREPP team is delivering effective Gospel-centered support. (Required)
8. Demonstrates skill in interpersonal communication, education, mentoring, discipleship, and relating to individuals from varying cultures and backgrounds. (Required)
9. Able to work independently, research relevant resources, and problem solve. (Required)
10. Is comfortable leading class presentations and is able to communicate sensitive topics in accessible and compassionate ways. (Required)
11. Enjoys creating educational content, researching curriculum, and developing programming. Able to use wisdom and discernment to identify community resources that meet clientele's core needs. (Required)
12. Demonstrates proficiency with Excel and aptitude with databases. (Required)
13. Able to work some regular, weekly evening hours. (Required)
14. Has experience in a managerial role. (Strongly Preferred)
15. Has experience as a staff or volunteer client mentor in a pregnancy center ministry. (Preferred)
16. Holds a Bachelor's degree, preferably in a counseling, social work, or education related field. (Preferred)

## **Responsibilities:**

### *Client Educational Services:*

1. Oversees weekly PREPP appointments and the utilization of trained PREPP mentors to deliver compassionate, relevant holistic (emotional, relational, spiritual, physical) support to expectant parents.
2. Ensures weekly follow up with PREPP participants and prospects, encouraging program participation and identifying relevant referral resources.
3. Plans and implements the monthly PREPP Group Class Schedule, arranging guest presenters, community spotlight presenters, devotional leads, class administrators, class hospitality, and class gifts.
4. Works with the Church Partnerships Coordinator to ensure relevant church connections are made with PREPP clients in both one-on-one and group settings.
5. Oversees Celebration Baby Shower scheduling and coordination, supervising Baby Shower volunteers and set up and creating monthly plans for volunteer contributions of hospitality and décor.
6. Supervises the Center's material resource volunteers, relaying identified baby item needs to appropriate staff. Ensures material resource volunteers actively coordinate with Baby Shower teams to supply baby welcome kits at showers. Ensures accurate tracking of material resources and reports monthly to Client Services Director.
7. Serves as liaison to Immanuel Bible Church's Hope ministry to ensure client access to resources and appropriate utilization of storage space.
8. Monitors client participation in PREPP, striving for high levels of program enrollment and participation rates amongst new clients. Strives for one third of new at-risk clients participating in and completing PREPP core experience annually.
9. Ensures the accurate collection and submission of statistics related to client participation in PREPP programs on monthly basis; coaches PREPP mentors on accurate and timely charting.
10. Strategizes proactively with Client Services Director regarding how to effectively communicate PREPP to new clients in order to boost participation.
11. Reviews and recommends to the Client Services Director appropriate additions or revisions to training curriculum, client educational and discipleship materials.
12. Maintains familiarity and relationships with vetted community referrals and works with Client Services Director to identify and cultivate additional referral resources.
13. Assists the Client Services Director in executing other special client programs (such as occasional special class series, fatherhood events, etc.).
14. Monitors inventory of client educational materials and advise Client Services Director of supply or referral needs and fulfills accordingly.
15. Conducts mentoring of clients, providing PREPP mentoring directly, as needed.

### *PREPP Mentor Training:*

1. Evaluates, interviews, and on-boards qualified new PREPP mentors relayed for consideration by the Volunteer Coordinator.
2. Plans and implements training for new PREPP mentors on regular basis determined in conjunction with Client Services Director.
3. Coordinates PREPP mentor in-service trainings on quarterly basis on established topics (basic counseling skills, evangelism, PREPP Program & Referrals, and Policies and Procedures).
4. Observes and coaches PREPP mentors on basic counseling and teaching skills, providing feedback, recommendations for improvement, and resources for deepening knowledge and skills.
5. Ensures PREPP mentors are ministering to a diverse, multilingual client base with sensitivity, compassion, and Biblical clarity.

6. Trains and coaches PREPP Group Class volunteers (Hospitality, Table Discussion Leaders, Class Administrators, etc.) in effective interpersonal skills, Gospel-integration, and basic counseling skills.

*PREPP Community Program Planning:*

1. Trains recruited church mission teams (recruited by Church Partnerships Coordinator and Executive Director) in facilitating the PREPP Community parenting program.
2. Serves as a resource for PREPP Community team leaders throughout program and provides trouble shooting, coaching, and problem solving help.
3. Ensures past PREPP participants are made aware of new PREPP Community classes and are invited to enroll.

*Public Relations & General Ministry Support*

1. Attends staff meetings and all in-service trainings.
2. Assists the Client Services Director in compiling and providing client testimonials for events and use in public relations materials.
3. Coaches clients for sharing their story on film or in person at event.
4. Attends and participates in all ministry fundraising or organization-wide events.
5. Assists in representing the ministry or speaking in the community, as directed.
6. Performs other duties as may be assigned.

Evaluation: The PREPP Manager will be evaluated following an initial 90 day probationary period. Thereafter, the PREPP Manager will receive a written evaluation by the Client Services Director annually.