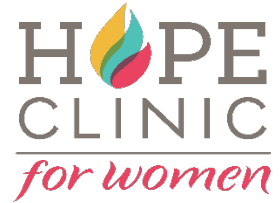


Hope Clinic for Women Job Description



Position Title:	Prevention Educator
Position Type:	Part time, 15 hours per week, including nights and weekends as needed Hours required per week will be reviewed on a quarterly basis and adjusted as needed according to program needs. All changes due to vacation/illness/offsite events/etc. should be approved by the Client Programs Senior Manager and noted on the HCFW Group Calendar. This position works closely with the Client Programs Senior Manager and Prevention Male Coordinator.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.
Reports To:	Client Programs Senior Manager

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage;
- Women and men choosing life for their child in the midst of a pregnancy;
- People experiencing God's grace and forgiveness after an abortion;
- The transformation of hearts and lives by discovering the purpose and potential God intended for all His children.

Description:

Program Presentation (75%):

- Present programming as scheduled, ensuring trained facilitator is present at each program

Program administration (25%):

- Assist with data entry for monthly outcome reporting
 - Ensure pre- and post-surveys completed at all classes
 - Assist with entering data and providing monthly analysis
- Assist with program development.
 - Assist with program content review and updates.
- Assist with Outreach.
 - Assist Manager with reaching out to potential schools, churches, and community groups for booking presentations.

Meetings:

- All staff working 10+ hours a week are expected to attend weekly staff meetings on Tuesday, Wednesday and Friday mornings
- Weekly check in with Client Programs Senior Manager
- Quarterly Staff retreats (usually on a Friday, 8:30-2:30)

Required Qualifications/Skills:

- At least 21 years of age
- Excellent oral and written communication skills
- Teaching/facilitation experience

Preferred Qualifications/Skills:

- Minimum 4-year degree from accredited college/university
- Public speaking experience
- Ability to engage with adolescents
- Experience working with underserved or “at-risk” populations
- Familiarity with prevention education principles and/or public health knowledge
- Highly organized and able to work independently

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.