



## Hope Clinic for Women Job Description

<b>Position Title:</b>	Relationship Education Presenter
<b>Position Type:</b>	10-20 hours per week; hours vary, primarily hours 12:00pm-6:00pm; some nights and weekend as needed for presentations; All changes due to vacation/illness/offsite events/etc. should be approved by the Relationship Education Manager and noted on the HCFW Group Calendar.
<b>Work Environment:</b>	This job routinely requires travel to/from partner locations (e.g., schools, churches, and community organizations).
<b>Reports to:</b>	Relationship Education Manager

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### 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.
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**Position Description:** This position provides Sexual Risk Avoidance Education (SRAE) in schools, churches, and community organizations. Our goal is to prevent teenage pregnancies and STIs by building strong communities and cultivating safe and healthy relationships. This position is on the Relationship Education team as part of the Client Services department.

### Program Presentation (75%):

- Present Sexual Risk Avoidance Education (SRAE) programming as scheduled, ensuring trained facilitator is present at each program. Program times vary; primary hours are between 12:00pm-6:00pm.

### Program administration (25%):

- Assist with data entry for monthly outcome reporting
  - Ensure pre- and post-surveys are 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 social media development
  - Coordinate social media posts and direct messaging
- Assist with Outreach
  - Assist Manager with reaching out to potential schools, churches, and community groups for booking presentations.

**Meetings:**

- Relationship Education team meeting (every 2 weeks)
- Quarterly staff retreats (typically Friday's)

**Required Qualifications/Skills:**

- 2 completed years of college
- Strong written and verbal communication skills
- Proficient in MS Office applications
- Teaching/group facilitation experience
- Access to reliable transportation; active, unrestricted driver's license; motor vehicle insurance
- Experience working with adolescents is a plus

**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.