

**Embrace Clinic & Care Center
Program Coordinator
Job Description**

Objectives of the position: The Program Coordinator researches, plans, implements, and coordinates all current and future programs, educational and otherwise, offered by Embrace Clinic & Care Center. These activities shall be consistent with the mission and goals of the organization and in keeping with the tenets of the Catholic Church.

Reports to: Executive Director

Hours: 10-12 hours per week

Pay Scale: TBD

Qualifications:

1. Ability to exemplify strong Christian character and integrity.
2. Be in full agreement with and willing to sign and uphold the Statement of Faith of Embrace Clinic & Care Center.
3. Commitment and dedication to the principles of the pro-life movement.
4. Strong interpersonal communication skills, both oral and written.
5. Excellent organizational and computer skills.
6. Ability to work both independently and as a member of a collaborative team as the situation requires.
7. Ability to generate ideas and take the initiative in developing and implementing new programs as well as growing existing programs.

Essential Duties:

1. Schedule classes and programs as needed, in consultation with course instructors and Executive Director to ensure that classes are appropriately staffed.
2. Enter and track class attendance.
3. Verify that any necessary course-related paperwork is completed correctly and in a timely fashion.
4. Make arrangements to provide appropriate class materials, meals and class incentives as necessary, after consultation with staff.
5. Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of programs/classes conducted by the center; identify problems in meeting objectives and recommend solutions as needed.
6. Research the feasibility of adding future courses and programs at Embrace, while identifying and recruiting qualified candidates to facilitate said courses and programs.
7. Participate in tri-annual Board meetings and tri-annual strategic planning meetings.
8. Accept assignments not specifically delineated above as requested by the Executive Director.

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