



# Pregnancy Center West

**Job Title:** School Outreach Coordinator

**Reports to:** Executive Director

**Classification:** Full-time, Exempt

## **JOB SCOPE:**

The primary duties of the School Outreach Coordinator include presenting the Center's chastity education program in local Catholic schools and developing and presenting chastity education resources for local parents and parishes.

### General Duties:

Present chastity education program to 30 local schools in the community:

- Have a detailed understanding and be able to teach/further develop all curricula including:
  - 5th - 8th Grade - "The Body Matters Program"
  - High School - "The Body Matters Program"
  - Outreach at College Campuses.
  - Provide insight and new ideas for the program.
  - Continue to update the manuals, Canva presentations, activities, handouts, and information shared within the program as needed.
  - Assist with recruiting and training volunteer teachers and testimony speakers as needed.
  - Send thank you notes to volunteers following presentations.

### Organize school presentation logistics:

- Contact schools to schedule and request information in the summer and again in the spring for the following school year. (class times, number of students, etc.)
- Coordinate the schedule of dates and times for appearances at each school.
- Schedule month-out emails reminding schools of what we need from them, as well as month-out phone calls requesting to speak with a representative from each school to familiarize ourselves with their environment as well as any sensitivities students may have.
- Update parent letters and parent permission forms for schools to include in the month-out email as well as an overview of what will be discussed within the program.
- Update a list of parent resources to share with parents within the parent letter that may help them tackle tough issues at home.
- Create an evaluation form for each school.
- Create presentation outlines detailing the order of activities for each day of presentations.
- Prepare and distribute an evaluation form to students and teachers on the last day of the program.

- Maintain a record of school environments, numbers of students reached each year, general feedback from evaluations, and school contact sheet for the Pregnancy Center.
- Build relationships with school faculty and assess needs and desires concerning chastity education.
- Maintain a list of resources for educators to go to when they are unsure how to explain an answer to a question a student may have.
- Run "The Body Matters" Instagram account.
- Assist with other duties of Pregnancy Center West as needed:
- Attend Pregnancy Center West fundraisers
- Assist with fundraisers as available during the summer (mailings, promotional materials, etc.)
- Provide status reports to the Executive Director as requested.
- Attend board meetings as requested to report on progress.
- Assist with other client services as needed.

#### Qualifications

- Pro-Life and committed to the Catholic Church's teachings on human sexuality.
- Familiarity with the teachings within St. John Paul II's Theology of The Body-ability to explain them.
- Dynamic Speaker/Presenter.
- Understanding that every human person has dignity and worth in the eyes of God and comfortability with explaining how practicing Chastity and healthy lifestyle decisions is an expression of this.
- Experience working with youth preferred.
- Experienced in developing educational curricula and informational materials utilizing Canva preferred.
- Professional with strong written and verbal communication skills.
- Highly Organized.
- Self-Motivated.
- Flexibility with others and willingness to work with others as a team.
- Bachelor's Degree preferred.
- Must have a vehicle and the ability to drive to other work locations.
- Be willing to be Safe Parish trained per the Archdiocese of Cincinnati's requirements.