



**Job Description**  
**Align Life Ministries**  
**PREGNANCY SERVICES DIRECTOR**

**Objectives of the Position:** The Pregnancy Services Director leads the assigned service location and ensures that it provides adequate and appropriate services to clients.

**Reports to:** Director of Client Services

**Works collaboratively with:** Director of Client Services, other Pregnancy Services Directors, Nurse Manager, Sonographer, Client Services Assistant, and Secretary

**Supervises:** Nurse Manager, Sonographer, Secretary, and volunteers when on site

**Qualifications:**

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits a strong commitment and dedication to sharing the Gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Ability to initiate, lead, participate in, and thrive within the ministry's culture of alignment with God, relational community, and discerning prayer.
4. Exhibits excellent interpersonal skills and collaborative leadership skills; high level of personal integrity; innovative problem-solving skills.
5. Be self-motivated, detail-oriented, and able to execute duties with little supervision.
6. Experience in public relations and public speaking; able to represent the ministry at public events, some of which will be on weekends.
7. Have a sincere desire to reach out to abortion-vulnerable and abortion-minded women and their significant others.
8. Be able to work a schedule that includes regular evening hours, and possibly weekend hours, as necessary, in order to ensure service availability to abortion-determined clients.
9. Able to implement strategy to fulfill communicated organizational goals.
10. Proficiency with Microsoft Office suite, office equipment, mobile devices, and relevant technology.
11. Able to lift and carry (over short distances) 30 pounds of equipment at a time.
12. Possess a valid driver's license and insurance, and a reliable personal vehicle.
13. Experience in PRC ministry, pastoral counseling, social work, and/or medical services preferred.

**Clearances:** The Pregnancy Services Director must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and the FBI fingerprint based criminal background clearance prior to employment.

## **Duties:**

1. Oversee administration of all general service location operations
  - a. Provide spiritual and managerial supervision to operations
  - b. Coordinate daily and monthly schedule of volunteers and clients
  - c. Oversee client record keeping and review client charts weekly
  - d. Oversee effective follow-up of clients by volunteers
  - e. Communicate with volunteers on a regular basis
  - f. Coordinate the ordering of pregnancy tests, gloves, etc.
  - g. Provide monthly client reports
  - h. Provide client stories, ministry highlights and other information for ministry publications and promotions as requested
2. Oversee administration of ultrasound services (if applicable)
  - a. Ensure efficiency, accountability and appropriate delegation of ultrasound tasks
  - b. Maintain an evaluation system that continuously assesses programs and services and provide recommendations for continuous improvement to Director of Client Services
  - c. Assure that client services are appropriate and adequate
  - d. Oversee all limited ultrasounds
3. Supervision and training
  - a. Ensure qualified volunteers are working with clients
  - b. Screen and interview potential volunteers according to policy
  - c. Administrate volunteer training as needed
  - d. Conduct volunteer meetings as needed
  - e. Select, train, supervise, nurture, mentor and evaluate volunteers
  - f. Provide spiritual and managerial support, direction and supervision to paid staff
  - g. Ensure that team spirit, good communication, motivation, procedural follow-through, and ministry effectiveness are achieved. Be available to address staff concerns.
  - h. Assist Director of Client Services with screening/selecting paid staff members
4. Client advocacy and education
  - a. Meet with clients when volunteers are unavailable
  - b. Handle difficult cases which require intensive help and support
  - c. Ensure clients receive comprehensive community referrals to address needs that are beyond the scope of services offered by the ministry
5. Public relations
  - a. Develop and maintain positive working relationships with community groups, organizations, and pro-life ministries, as necessary. Look for opportunities for partnering with like-minded organizations and ministries. Ensure that client services actively participate in worthwhile community meetings and network with relevant organizations. Attend such meetings as appropriate.
  - b. Represent ministry services to the community to increase clientele, volunteer help and financial support
  - c. Oversee and participate in ministry and community information fairs as requested
  - d. Write articles and supply photos for ministry publications and promotions as requested

- e. Conduct tours of the clinic for supporters, pastors, community group representatives, etc.
6. Staff duties
- a. Interact with Director of Client Services to relay client or staff needs, progress of location, problems, etc.
  - b. Participate in board meetings as requested
  - c. Supply all assigned reports for board packets; and weekly location updates to Director of Client Services
7. Participate in administration of general client services with Director of Client Services and other client services staff
- a. Participate in client services meetings
  - b. Assist with purchase of volunteer Christmas gifts and volunteer appreciation gifts
  - c. Participate in revising/updating *Directory of Community Services* on a regular basis
  - d. Preview and suggest literature and material that will benefit clients
  - e. Participate in volunteer trainings as requested by Director of Client Services
  - f. Participate in administration of volunteer appreciation events
  - g. Participate in development of standardized office forms and procedures
  - h. Administrate volunteer meetings as needed
8. Other
- a. Attend conferences and seminars to increase personal effectiveness
  - b. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
  - c. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Manual
  - d. Act as a liaison between the ministry and partner organizations in area of geographical responsibility and seek avenues to expand/develop those partnerships as appropriate.