

Promise of Life Network New Beginnings

Job Description

New Beginnings Fatherhood Coordinator

Updated February 2022

Position is for, on average, 18 – 22 hours of work per week.

Home office: TBD

This position reports to the New Beginnings Coordinator

Works primarily with local divisions but may be asked to speak with international fathers when possible.

Overall Responsibilities: Overall responsibility is to manage and develop the New Beginnings fatherhood program in all four locations and ensure that the program participants are receiving high quality service.

Key Areas of Responsibility:

1. Work with the New Beginnings Coordinator to develop a robust curriculum for fathers (Malachi 4:6)
2. Evangelize clients and their families (Matthew 28: 19-20) and refer to local churches as appropriate (Hebrew 10:25)
3. Train and schedule volunteer Fatherhood mentors and other staff as necessary
4. Maintain all Fatherhood files
5. Ensure that appropriate items are chosen to incentivize participation from fathers
6. Ensure that Fatherhood clients have a positive experience and that any complaints or concerns are handled promptly (Matthew 18)
7. Report monthly on tasks completed and clients served
8. Work closely with the Alpha Omega Center and At Home Abortion team to identify fathers in need of mentoring
9. Work closely with New Beginnings Site managers to provide services to the partners of the mothers in the New Beginnings parenting program

10. Handle administrative tasks associated with the Fathers in Action program
11. Position includes other tasks as requested by the New Beginnings Coordinator, Director of Local Operations, and/or Executive Director

Qualifications:

1. Strong, mature commitment to Christ and to the sanctity of human life; sense of God's calling to serve at Promise of Life Network (Psalm 139: 13-14)
2. Commitment to the mission of Promise of Life Network agreement with Bylaws, Commitment of Care and Competence, Statement of Faith, and Code of Christian Conduct
3. Exhibit strong commitment and dedication to the pro-life position and sexual integrity. (Proverbs 24:11, Titus 2: 4-5)
4. Evidence of personal experience with fatherhood and marriage preferred
5. Strong interpersonal skills and evidence of successfully working within teams and leading teams
6. Three years in social services or ministry OR related degree required
7. Ability to work well with clients from all backgrounds and walks of life
8. Ability to train and lead a team of volunteer Fatherhood mentors
9. Volunteer experience serving clients at Promise of Life Network or in a similar environment will be given preference due to the specific nature of the work