



Position: Connexions Manager

Objective: To reach the middle and high school aged youth of Snohomish County with life strategies through youth presentations that approach topics such as alcohol, sex, mental health, and peer pressure. To manage, lead, develop and promote the Connexions education services of the Pregnancy Resource Center of Snohomish County (PRCSC).

The Connexions Manager is a visionary. They are responsible for the implementation and ongoing management of the Connexions program for the PRCSC. This is accomplished through teaching and presenting program values in an educational and medically accurate context that focuses on the sexual and relational health of youth through life strategies on topics such as alcohol, sex (Sexual Risk Avoidance (SRA)), mental health, and peer pressure.

The Connexions Manager educates youth pastors, pastors, youth workers, parents and Snohomish County youth, college students, and community members. Venues used in scheduling speaking engagements include schools, churches, college campuses, juvenile detention centers, youth programs and other networking settings.

Reports to: Chief Executive Officer

Spiritual Qualifications:

- A committed follower of Jesus Christ who identifies Him as Lord and Savior.
- Faithful attendance in a local church and ongoing involvement within that community.
- Agrees with and is willing to uphold and comply with the Mission Statement, Vision Statement, Statement of Principle, Statement of Faith, and all policies of the PRCSC.
- Exhibits strong commitment and dedication to the pro-life ministry and sexual purity.
- Able to work within the PRCSC organizational structure, both independently and as a good team player.
- Demonstrates Christian leadership and integrity in the workplace.
- Possesses strong organizational and leadership skills and is detail oriented.
- Has excellent communication skills and makes good decisions.
- Self-motivated, dependable, responsible and a person of integrity; able to follow through on commitments.
- Expresses a sincere desire to reach out to youth, youth mentors and parents and educate them about healthy relationships and life strategies on topics such as alcohol, sex (through Sexual Risk Avoidance (SRA)), mental health, and peer pressure.

Administrative Qualifications:

- Has excellent organizational skills and is detail oriented.
- Possesses excellent communication skills with the ability to present self and information in a clear and captivating way to middle and high school aged youth and adults.
- Exceptionally strong organization, interpersonal and communication skills, especially as it relates to school administration and church structure.
- Demonstrates creativity, flexibility and comfort in working with diverse populations.
- Dependable, stable and capable of following through on commitments.
- Aptitude to teach effectively in a classroom setting; possesses class management skills.
- Ability to work independently, but a good team-player with ability to work well with people.
- Self-motivated, dependable, responsible, and great role model to youth and adults.
- A college degree and/or life experience; training in the field of work responsibility.
- Networks with others who are involved with similar job emphases.
- Capable to train, lead and encourage volunteers; recruiting for speakers in schools, etc.
- Able to make creative suggestions in the interest of the organization.
- Maintains a personal mix of participatory expertise in social media channels including but not limited to Facebook, Twitter, Instagram, Foursquare Bookmarking sites (such as StumbleUpon, Digg, Reddit), blogs, etc.
- Respects and maintains confidentiality.



- Has personal and reliable transportation; valid WA state driver's license and necessary auto insurance.

Responsibilities:

Program Development and Administration

- Assesses and develops scope and needs of the program.
- Ongoing development of cutting-edge curriculum for presentations that is relevant according to peer reviewed sources and meets or exceeds the CDC, OSPI and Washington state standards.
- Develops evaluation procedure for presentations/program.
- Develops follow up program as needed.
- Assesses effectiveness of program, maintaining and publishing all program statistics monthly.
- Conducts and schedules presentations at networking events, local schools, churches, etc.
- Oversees presentation equipment (video/computer/projector, etc.).
- Attends conferences for professional development at the discretion of the CEO.
- General admin support as needed.
- Works with Marketing to develop website, social media posts, blog content, collateral and swag.
- Creates and maintains Connexions annual budget.

Supervisory Responsibilities

- Connexions volunteers
 - Recruits volunteers and oversees all volunteer development and training.
 - Assigns trained volunteers to scheduled presentations.
 - Provides annual review for each speaker, including observing speaker presentations at least once a year.

Community Relations

- Promotes presentations to local school districts, juvenile detention center, churches, and youth groups.
- Builds relevant and professional relationships in the education community (teachers, health workers, counselors), youth pastors/workers, pastors, parents, youth ministries (Young Life, Youth for Christ), etc.

Organizational Accountability

- Maintains contact with the CEO to review goals, progress.
- Recommends policy or procedure changes to the CEO.
- Submits a monthly Connexions Board report to CEO.
- Attends staff meetings.
- Assists with PRCS training as needed.

Special Projects

- Performs duties as requested by the CEO, such as:
 - Attendance at all required meetings/in-service.
 - Assists with general support including administrative, networking, and outreach assistance as needed.
 - Participates in all organization fundraisers.

Work Schedule:

The Connexions Manager position is a full time 40-hour/week non-exempt, "at-will employment" position. This job allows for some schedule flexibility and, in addition to daytime work, may also include some evenings or weekends.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

