

**Position: Men's Program Manager (MPM)**

**Objective:** To empower those most vulnerable to abortion to choose life by meaningfully equipping men to be part of the decision-making and parenting process. The MPM is responsible for the oversight and growth of the Men's Program and will provide and meet stated targets and goals to accomplish the mission. He will develop relationships in the surrounding community that attract clients, volunteers, and partnerships to the PRC. The MPM is an active part of our Patient Services team and represents the work and mission of the Pregnancy Resource Center of Snohomish County (PRCSC) in every area of life.

The MPM is a visionary who will develop and implement a new Men's Program for the PRCSC. This will be accomplished through four distinct initiatives. They will:

- Develop an effective program to engage and encourage male patients/clients using tools, training, and resources to enhance the options discussions to serve the needs of men and fathers
- Create a network of community resources for men facing an unplanned pregnancy and those being tested for STIs that empower them to make life-affirming choices
- Build strong relationships with local churches to recruit, train, and build a dynamic team of male volunteers who will serve inside and outside the walls of the Clinic as advocates and execute the program initiatives
- Establish training and mentoring opportunities for men and fathers that are offered through the local church

**Reports to:** Patient Services Director (PSD)

**Supervises:** Male volunteers

**Qualifications:**

- A committed follower of Jesus Christ who identifies Him as Lord and Savior
- Faithful attendance in a local church and participation in that community
- Agrees with and is willing to uphold and comply with the Mission Statement, Vision Statement, Statement of Principles, Statement of Faith, and all policies of the Clinic
- 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 committed team player
- Demonstrates Christian leadership and integrity in the workplace
- Participates in regular team prayer time in the Clinic
- Possesses strong organizational and leadership skills and is detail oriented
- Has excellent communication skills and makes good decisions
- Is self-motivated, dependable, responsible and a person of integrity; able to follow through on commitments
- Expresses a sincere desire to reach out to those affected by previous abortion decisions as well as those currently considering abortion
- Never refers for or advises anyone to have an abortion
- Respects and maintains confidentiality
- Has a college degree or relevant work experience in management, administration and patient care
- Prefer experience working in a pregnancy clinic, but not required
- Possesses an in-depth knowledge of scripture with the ability to apply that knowledge personally and in daily situations at the Clinic
- Models spiritual maturity in all work-related relationships
- Demonstrates initiative and can delegate
- Can communicate vision and make changes easily

- Must provide annual clearances, proof of required immunizations, etc.
- Must demonstrate good oral and written communication skills
- Must utilize eKyros software, Microsoft Word, Excel, and Outlook software daily

## **Responsibilities:**

### ***Administrative***

- Ensures accurate statistical patient information is recorded and filed
- Manages Men's Program services, male volunteer statistics, and patient statistics
- Creates a monthly Men's Program Board report
- Analyzes monthly statistical reports and implements corrective action as needed
- Maintains updated community agency referral and quality resource lists based on the needs of our male patients
- Provides occasional articles, photos, stories and other input to volunteer newsletters, partner eNewsletter, website, etc.
- Promotes and provides tours of the Clinic to potential ministry partners as needed
- Plans, attends, and staffs community outreach and educational events
- Promotes and provides tours of the Clinic to potential donors as needed
- Assists the Administrative team with tasks to advance the ministry, as needed
- Other duties as assigned

### ***Volunteers***

- Works with Patient Services team to recruit, train, and develop male volunteers
- Interviews, hires, trains, and supervises male patient advocates
- Conducts annual reviews with male volunteers
- Collaborates with planning of volunteer in-service trainings and appreciation events
- Works with Patient Services Director to ensure thorough and adequate training for male volunteers
- Acts as male patient advocate when necessary
- Manages men's volunteers including scheduling, communication, evaluations, and mentoring when necessary
- In collaboration with the PSD, implements all male patient/client programs and follow ups, developing new programming as needed

### ***Management***

- Excels in the role of male advocate
- Provides oversight to maintain quality and appropriate services for male patients
- Creates annual Men's Program budget and ensures proper management of same within the parameters set by the CEO
- Participates in online trainings and webinars related to role
- Ensures operations, atmosphere and rapport of volunteer staff with male patients and others follow biblical standards and commandments
- Develops objectives that implement the policies and goals determined by the CEO and Board of Directors
- Collaborates with Education and Medical departments to provide appropriate male patient educational materials
- Works with Education and Medical staff and volunteers to ensure a smooth transition from advocacy to educational and/or medical services
- Assists in developing new and revised collateral and media outreaches for male patients
- Represents the specific services of the PRCS to the community for the purpose of increasing patients, volunteer help, and financial support
- Participates in fundraising/public relations events and programs as directed by the CEO
- Carries out all duties that may be prescribed by the CEO
- Attends conferences for professional development at the discretion of the CEO



**Work Schedule:**

This is a 40-hour full-time position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PSD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For an application, call 425.339.2175 or email [malora@realchoices.com](mailto:malora@realchoices.com)