

Position: Pro-Life Ministries Coordinator
FLSA Status: Part Time Non-Exempt (Hourly)

Project Rachel is recognized by the USCCB as the post-abortion healing ministry of the Catholic Church in the U.S. In the Archdiocese of San Francisco. Project Rachel provides compassionate listening, referrals to trained priests and counselors and/or healing retreats under the direction of the Contemplatives of St. Joseph and other trained priests. Gabriel Project is the parish-based pregnancy support ministry of the Archdiocese of San Francisco.

Position Description

The Pro-Life Ministries Coordinator is responsible for overseeing both programs, and reports to the director of the Office of Human Life & Dignity.

For Project Rachel, the responsibilities include direct service to women and men impacted by abortion, coordination of retreats, volunteers, and outreach. This position leads the mission to offer an avenue of emotional and spiritual healing from the effects of abortion, provide information and training, and increase public awareness through educational presentations.

For Gabriel Project, the responsibilities include overseeing the help line coordinator, conducting outreach, maintaining relationships with parishes, parish coordinators, volunteers, as well as the coordination of outreach and awareness efforts including signs at the parishes. Gabriel Project volunteers and parishes embrace each pregnant mother who comes to them as their daughter, their sister, and their friend.

This is a part time, 20-25 hours per week position and includes benefits and paid time off (pro-rated). Pay range is \$30-33.00/hour.

Project Rachel

Client Support

1. Provide direct assistance to people impacted by abortion as well as conduct intake and assessment for retreats.
2. Monitor the confidential Project Rachel line and respond to inquiries regarding the program.
3. Provide information and referral for clients who have requests outside of the services of the Project Rachel.
4. Maintain timely input and upkeep of client records.

Provide Retreats

1. Work directly with Contemplatives of St. Joseph and Daughters of Carmel and other retreat leaders to organize retreats. Primary responsibility for logistics.
2. Schedule/coordinate healing retreats and retreat days (English and Spanish): including facilities, food, priest ministers, and other volunteers.
3. Conduct registration for events (trainings and retreats) and volunteer coordination of retreats and some group facilitation.
4. Coordinate the biannual Project Rachel Mass at Holy Cross Cemetery

Volunteer Recruitment and Management

1. Working with the Contemplatives of St. Joseph, recruit, train, and supervise a team of volunteers and priests to serve as retreat team members in English and Spanish.
2. Recruit, train, and supervise other volunteers in various capacities within Project Rachel such as answering the intake line, preparing meals, retreat supplies, office assistance and other.

Gabriel Project:

1. Oversee volunteers who support clients
2. Train volunteers
3. Support parish Gabriel Project ministries
4. Maintain and nurture positive relationships with pro-life pregnancy centers and parishes. Outreach as possible to nonprofits and government agencies.
5. Maintain up to date data on community resources in all the counties to support volunteers helping women.
5. Outreach and marketing of Gabriel Project via signage and other means.

For both Project Rachel and Gabriel Project ministries**Community Relations and Outreach**

1. Implement outreach and develop promotional materials.
2. Establish partnerships with community agencies, within the Archdiocese, local faith communities, and service organizations to help promote Project Rachel and Gabriel Project in the SF Bay Area.
3. Maintain active presence in region by representing the program and agency at community events. Provide community education through formal presentations at churches and other groups.
4. Network with other service providers to ensure strong working relationships on behalf of clients.

Fund Development Support/ In-kind Support

1. Oversee communication of Project Rachel and Gabriel Project programs to funders, volunteers, and supporters.
1. Monitor invoices/statements from vendors for accurate billing. Then prepare Accounts Payable (check request) documentation for accounting department.

General Responsibilities:

1. Maintain positive working relationships with staff, collaborative members, and community partners.
2. Maintain accurate record of hours worked and turn in timesheets on schedule.
3. Attend trainings required of employees as scheduled.
4. Participate as team member in staff and supervisory meetings as required.
5. Contribute to and support a positive, team-oriented, culturally-diverse work environment.
6. As a member of the Office of Human Life & Dignity, will be expected to help out as needed with others in the department for occasional events and projects, such as the Walk for Life West Coast.
7. Occasional evening and weekend shifts required.
8. Other job related duties as assigned.

Required

- Bachelor's Degree in Psychology, counseling, Social Work, a related field or equivalent experience.
- Clinical skills to provide crisis intervention, facilitate retreats, and provide one on one emotional support.
- Fluent in Spanish and English
- Experience as a volunteer or employee in pro-life ministry
- Commitment to pro-life teachings of the Church.
- Recognized familiarity with the Catholic Church culture and teachings.
- Mission-proven track record of recruiting, managing and retaining valued volunteers.
- Knowledge of the impact of abortion
- Understanding of the stresses of unplanned and/or crisis pregnancy
- Ability to provide public speaking
- Excellent communication and organizational skills
- Strong interpersonal skills; ability to relate well to clients and volunteers from diverse racial, ethnic, and cultural backgrounds.

- Valid California State driver's license, insurance and access to insured vehicle for outreach and community meetings. Ability to comply with employee driving policy.
- Ability to foster an environment which honors and supports diversity and commitment to treating others with dignity and respect.
- Ability to work within the mission, goals and objectives of Project Rachel, Gabriel Project and the Archdiocese of San Francisco.

To Apply please submit:

- Letter of interest
- A chronological resume
- Completed application
- Three references, including at least one professional job reference, one pastor or other Catholic reference, and one pro-life reference.

Please send application packet to Ms. Christine Escobar, Human Resources Manager, Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or escobarc@sfarch.org.

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.