

## CONQUERORS PROGRAM MANAGER

Ministry Division: New Life Family Services (NLFS)

Supervised by: Director of Client Services

### **DUTIES AND RESPONSIBILITIES:**

#### **CASEWORK:**

Oversee the client intake interview process for groups. Assess group-appropriateness of each client prior to groups. Talk with agency clients considering abortion in person or by phone if requested. Oversee the maintenance of all Conquerors records of services provided according to agency standards.

#### **GROUP AND MENTOR COORDINATION/SUPERVISION:**

Coordinate schedules and locations for Conquerors groups with the goal of simultaneous 12 week groups in multiple locations, two to three times per calendar year. Oversee the curriculum and updates to the Conquerors manual as needed. Oversee the mentorship curriculum and relationships. Address issues that may arise within groups and mentor relationships.

#### **FACILITATOR TRAINING AND SUPPORT:**

Coordinate at least one training for volunteer facilitators annually using the Facilitator's Training Program and Curriculum. Review preliminary applications for potential facilitators. Assess the appropriateness of potential facilitators to co-facilitate Conquerors groups. Provide ongoing training as needed. Coordinate speaker trainings and oversight. Coordinate volunteer appreciation events.

#### **PROMOTE AGENCY/POST ABORTION HEALING EDUCATION:**

Promote a positive agency image to other post abortion ministries, churches, and other social service agencies. Inform other agencies of NLFS goals and services. Participate in agency resource development events. Arrange speakers for churches and/or community events on behalf of the agency. Develop and maintain Conquerors website content and social media presence. Develop Conquerors marketing and promotion materials with the assistance of the New Life Marketing Department.

#### **SELF DEVELOPMENT:**

Attend professional workshops and seminars, etc. Keep current on the direction and trends in post-abortion counseling and resources. Complete 12 approved continuing education credits per calendar year.

#### **OTHER RESPONSIBILITIES:**

Provide strategic direction of the Conquerors ministry with the Director of Client Services and the Executive Director. May be requested to attend New Life Family Services Board of Directors meeting to give an update on program services. Oversee the completion of board reporting including statistics. Expected to participate in annual fundraising events including the Walk for Life, Laugh for Life and the fall Banquet.

#### **POSITION REQUIREMENTS:**

Strongly preferred that employee be post-abortive and has completed two 12-week Conquerors groups. If not post-abortive or attended a different program, position requires attending at least one Conquerors 12-week group in first year.

VALUES/SKILLS:

Exhibit strong commitment and dedication to the sanctity of all human life. Exhibit strong commitment and dedication to sexual purity. Agree with and be willing to uphold [Transform Minnesota's Statement of Faith](#), Core Values and Code of Conduct. Be able to express a clear understanding of the inner workings of a pregnancy care center. Demonstrate strong interpersonal and administrative skills. Exhibit strong organizational skills and the ability to manage multiple responsibilities at once. Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.