



## PARENTING EDUCATION MANAGER

The Parenting Education Manager helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ by providing direction and oversight to the organization's Parenting Plus program and curriculum development.

### REPORTS TO:

Client Services Director

### POSITION RESPONSIBILITIES:

- **STRATEGY:** Partner with Client Services Director to research and develop curriculum, train staff and volunteers, and implement the Parenting Plus program in each First Care office. Responsible for developing, implementing, and managing the education program aspects of the annual budget in conjunction with the Client Services Director. Inform Director of Client Services, Executive Director and ultimately the Board of Directors of any program issues and accomplishments.
- **MANAGEMENT:** Oversee the implementation of the parenting education program at New Life Family Services. Provide initial and ongoing trainings for staff and volunteers to ensure utilization of best practices for client and child development. Create, direct and approve the curriculum and group classes for the education program in conjunction with the Client Services Director. Work in conjunction with Client Services Director to develop an annual operating budget for curriculum and program management; manage effectively within this budget and report accurately on progress made and challenges encountered. Ability to professionally develop direct reports and manage personnel issues if applicable. Ability to lead and inspire others. Work in conjunction with the Office Managers to purchase and receive donations and/or supplies.
- **DEVELOPMENT:** Oversee any new development of the parenting education and support program focusing on the early years of prenatal care and parenting (prenatal – 5). Develop group class curriculum and facilitate group classes at our Twin Cities locations.

### POSITION QUALIFICATIONS:

- Five years of professional experience, with a minimum of three years of Early Childhood Educational experience, including training and teaching. Solid educational background including a master's degree in Early Childhood Education or related field.
- Experience working in diverse situations with a strong understanding of various cultures.
- Experience in program development preferred.
- Detail-oriented, with big picture vision. Strong accountability and ability to work independently. Ability to see the diversity of our clients and the various needs they represent. Demonstrates integrity and strives for excelling in his/her work.
- Excellent written and verbal communication skills. Ability to remain calm in stressful situations.
- Proficient in Microsoft Word, Excel, and Outlook.

**OUTREACH:**

Attend all New Life fundraising events. Coordinate office specific events and other community events as directed by the Director of Marketing. Assist in marketing all New Life events and programs as needed.

**SELF-DEVELOPMENT:**

Participate in appropriate workshops and training sessions to ensure continuing education requirements are met.

**CORE VALUES/COMMITMENTS:**

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Attend weekly staff and prayer meetings.
- 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.

**DIRECT REPORTS:**

Parenting Coach Volunteers

Approved By	
Date Approved	
Reviewed	