

# **AGAPE PREGNANCY RESOURCE CENTER**

## **Job Description**

**JOB TITLE:** Spanish Educator

**REPORTS TO:** Executive Director

### **ORGANIZATIONAL MISSION**

*What we do*

Agape Pregnancy Resource Center demonstrates the Truth and unconditional love of Jesus in a safe and confidential environment to women, men, and families experiencing pregnancy or the effects of sexual relationships.

Learn more at <https://agapedsm.com/>.

### **ENVIRONMENT & CULTURE**

As a team, we fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery, so working together is filled with laughter. However, we are serious about working hard with everyone putting forth their best effort and paying attention to details. We are passionate about helping others and have a heart for reaching out to those in need. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact. Agape places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback are essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Since Agape is faith-based, all team members must ascribe to the Agape Pregnancy Resource Center's Statement of Faith, be committed to the sanctity of human life, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Team members must be committed followers of Christ and be willing to share their testimonies with gentleness and respect as in 1 Peter 3:15.

### **POSITION**

*Purpose and Scope*

The Spanish Educator will assist the education and resource services at Agape through meeting our Spanish speaking clients and translation services. The ideal person for this position has great interpersonal and teaching skills to facilitate a welcoming environment and "set the stage" for the educational experience. We are looking for an enthusiastic, committed team member who is excited to join a hard-working team.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- General Responsibilities:
  - Teach or oversee all Spanish speaking educational classes and group classes at the educational/resource center
  - Assist clients in setting goals and reaching their personal goals: including but not limited to spiritual, emotional, financial, social, and life skills management.
  - Support individuals and educate on pregnancy and infant care
  - Be supportive and follow the direction of the Education and Resource Manager
  - Assist with translation support
  - Develop a ESL weekly group class to support parents as they desire to learn English
  
- Volunteers:
  - Provide support, leadership, and recruitment of bilingual volunteers.

## **JOB QUALIFICATIONS**

- Exceptional writing and excellent oral communication skills both in English and Spanish
- Highly organized, thorough, and detail-oriented
- Must be proficient in programs such as Word, Excel, and experienced with or able to learn electronic medical record system of Ekyros.
- A professional demeanor and the highest level of discretion is essential in the management of confidential information
- Must be able to successfully multi-task, learn new processes quickly, and collaborate with others giving priority in following-through and producing overall quality work
- Provide contact information for three references including pastoral or ministry-based reference

## **ADDITIONAL INFORMATION**

**Starting date:** immediately

**Starting wages:** \$15-16/hour based on education and experience

**Job hours:** This position is hourly and will work around 8-12 hours weekly. Your work will generally take place during daytime hours on Monday through Thursday or on Thursday evenings ending at 7.

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.