

## **Pregnancy Service Center, INC. Center Manager**

**GENERAL DESCRIPTION:** The Center Manger has the responsibility of management and training for staff/support staff of the pregnancy center, day to day operations and the education programs.

**FULL-TIME (40 hours/week/salary)** (To be discussed with individual candidates)

**REPORTS TO:** Executive Director

**SUPERVISES:** Paid staff and support staff of the Salina Center

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### **QUALIFICATIONS:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Active participation in a local Bible teaching church.
3. Demonstrates Godly leadership by maintaining personal, professional, and spiritual health
4. Exhibit strong commitment and dedication to the pro-life position and sexual purity
5. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center
6. Have a bachelor's or master's degree, preferably in a helping field, or related experience equivalent
7. Have experience in a helping profession in a position requiring management experience or equivalent
8. Possess excellent written and verbal communications skills to relate to all levels of educational, religious, and service communities, general public, and youth
9. Be able to provide spiritual leadership, discipleship, and support.
10. Be a highly motivated self-starter; team player able to carry out responsibilities with little or no supervision
11. Experience in developing and presenting educational curricula
12. Analytical ability to assess community needs and relationships; assist in recommending policy, procedures, and ministry goals; resolve supervisory situations, and evaluate quality of programs and staff needs
13. Have working knowledge in all Microsoft software: Word, Excel, PowerPoint, Publisher, technology, and social media
14. Sufficiently healed of your own past traumas in life (abuse, molestation, abortion, etc.).\*

*\*Staff who may have client contact and are post-abortive must meet with the coordinator of our Post-Abortive Program and complete the Post Abortion program before being eligible to serve. This information will be kept confidential.*

# **Pregnancy Service Center, INC.**

## **Center Manager**

### **Essential Functions**

#### **ADMINISTRATION**

1. Lead daily staff briefing meetings and staff/support staff prayer times
2. Oversee the day to day operations of the pregnancy center
3. Handle routine business calls that do not require Executive Director assistance
4. Schedule, oversee, evaluate and be available to staff/support staff
5. Formulate and revise operational policies and procedures necessary for consistent operation, with appropriate approval from Executive Director and Board of Directors.
6. Provide monthly and year-end services/program statistical reports to the Executive Director
7. Assist in coordinating and arranging special events for staff, support staff and clients with appropriate staff
8. Responsible for maintaining computers, computer network, telephones, security system, and building maintenance within allocated budget.
9. Responsible for directing and the oversight of the education programs
10. Works effectively with key staff and support staff to assess, develop, implement and communicate PSC's programs and services
11. Research, evaluate & gather data for preparation & updating curriculum & forms for the PSC programs
12. Assist with research, development & implementation of marketing materials (including website)
13. Provide peer counseling and services for clients when support staff are not available (gender appropriate)

#### **TRAINING**

1. Assist in recruiting, selecting, interviewing and training potential staff/support staff
2. Coordinate & assist in conducting staff/support staff training seminars & in-service training meetings utilizing other staff where needed as set forth in policies & procedures manual
3. Conduct and supervise orientation of new staff and support staff

#### **OTHER DUTIES:**

1. Accept assignments not specifically delineated above as requested by the Executive Director and board
2. Participate in meetings, trainings, events, and fund raising efforts as requested by Executive Director.
3. Attend staff development workshops and conferences as approved by the Executive Director.
4. Weekly consulting time with the Executive Director to relay program needs, problems, goal-setting and implementation