



Job Title: Campus and Education Coordinator

Objectives of the Position: The Campus and Education Coordinator will be responsible for the oversight of the student organization at KU, including the management of student volunteers and the services they provide on campus, and for the overall implementation, and operation of the IWC's sexual risk education program (Healthy Relationships HR).

Organizational Mission Statement: To reach out with Jesus' love to women in the Douglas County area facing unplanned pregnancies.

Insight @KU Mission Statement: To help a woman continue her pregnancy and education.

Reports to: Executive Director

Supervises: Students and all non-medical volunteers on campus and within the HR program.

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold IWC's mission, Statement of Faith, Essential Commitments, and policies of the center
- Willingness and ability to serve clients and other IWC constituencies in a way that honors Jesus Christ and supports and promotes IWC's life-affirming ministry.
- Have one year of experience as a volunteer in some ministry capacity
- Bachelors degree in education, social work or a humanities degree.
- Have two years of experience in a helping profession in a position requiring management experience or equivalent
- Exhibit skill in interpersonal communication, public speaking, and problem-solving
- Be able to provide spiritual leadership, discipleship, and support to the volunteers
- Self-starter with the ability to carry out responsibilities with little or no supervision
- Possess patience and persistence
- Handle conflict with grace and a positive attitude
- Enjoy people and interaction with many different types of groups and individuals
- Develop creative and innovative ideas
- Ability to multi-task/work through interruptions

Essential Functions:

Administrative

- Oversee every aspect of the student organization
- Evaluate, select, and maintain needed educational materials and resources for the program and order needed supplies under the direction of the Executive Director
- Schedule and implement all campus and HR program request and appropriate speakers

Training

- Assist Executive Director in conducting a volunteer training seminar for student volunteer
- Recruit, interview, and train team members for the HR program

Presenting:

- Teach youth through factual and activity-based presentations concerning sexual risk avoidance and healthy relationships (This has been paused due to COVID)
- Be available to speak privately with youth after presentations
- Follow center policy and procedures for all community presentations and interactions

Campus

- Work with student organization president to maintain status and campus requirements
- Directs student members to update a booklet of campus resources for pregnant and parenting students
- Recruit student volunteers
- Maintain a consistent presence at information tables in the student center
- Build and maintain relationships with faculty, staff, and organizations on campus
- Implement and monitor marketing and advertising plans on campus with the Marketing Coordinator.
- Promote PG tests and confirmation of PG tests for the campus with oversight from the Nurse manager
- Organize and implement speaking opportunities with dorms, sorority and fraternities, campus groups and programs, and other opportunities that can be made available
- Network with other campus managers in the area and oversight organizations (ex: Care Net) to keep updated
- Organize/oversee events on campus both team building and public
- Keep statistics and make reports to the Executive Director
- In cooperation with Nurse manager oversee Medical Mobile Unit – scheduling of dates and volunteers

Public Relations:

- Develop and promote materials for the program within the center’s policies and HR curriculum copyrights
- Maintain a working relationship with target audiences, such as special committees, agencies, schools, and youth organizations
- Promote the program and IWC ministry to pastors, churches, and organizations throughout the community
- Participate in functions/events as requested by the Executive Director

Client Services:

- Provide coaching and services for clients who have specific needs and express a desire for on-going counsel and discipleship in sexual integrity

This position is evolving and the above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

Number of hours required per week: 20 hours

Rate of Pay: Dependent on education and experience

Benefits: Paid sick leave and vacation days after one year of employment.

I have received a copy of this complete job description and employee handbook. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Employee

Date

Executive Director

Date