



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Education Coordinator	DEPARTMENT	Education Ministry
DATE	May 2022	LOCATION	Office from home/at least 2 times a month at the CPLC Main Office

GENERAL INTRODUCTION

The position of the Education Coordinator exists primarily to assist with carrying out the mission of the Catholic Pro-Life Community. All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

SUMMARY OF POSITION

Part-time, 20-hour, position reporting to the Education Director. The Education Coordinator's main responsibility includes providing administrative support to ensure that the educational programs within the Education Ministry are executed successfully from start to finish.

Candidates for this position must have good people, organizational and communication skills. Multi-tasking capabilities and attention to detail are a plus. Must be available on some weekends and evenings on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Overseeing the soliciting and scheduling of presentations in Catholic schools, parish pro-life groups, and churches throughout the Diocese of Dallas and beyond
- Coordinating speaker volunteers and their materials for presentations and events
- Maintaining a detailed record of all presentations for a monthly report
- Assist in the logistics, planning and execution of educational events such as the biannual Teach for Life and Do No Harm Conferences, and other special education projects
- Participate in the Education Ministry exhibit table at events such as Bishop's Dinner, the Dallas Ministry Conference, Roe Memorial, or other events that need our representation
- Assist with the design and draft for any promotional material of the Education Ministry
- Coordinate with CPLC Safety Director to collect and organize Safe Environment paperwork for events with the Education Ministry
- Assist with Speakers Team Trainings
- Strong presentation/speaking skills and willingness to speak on the life issues to youth and adults

KEY QUALIFICATIONS

- Some College preferred
- Excellent communication skills
- Strong organizational skills and attention to detail
- Ability to work cooperatively with good people skills
- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Ability and desire to support the mission of the Catholic Pro-Life Community and the Church
- Active membership in a parish/faith community and in good standing with the Church
- Understanding of and compliance with the Safe Environment Program of the Diocese of Dallas.

OTHER DESIRED SKILLS AND EXPERIENCE

- Good interpersonal skills
- Strong work ethic
- Skills in Microsoft Office (Word, Excel, PowerPoint)
- Reliable transportation
- Email and Internet access

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.