



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Gabriel Education Ministry & Support (GEMS) Coordinator (Part-time)	DEPARTMENT	Project Gabriel
DATE	January 2024	LOCATION	CPLC North Dallas Office

MINISTRY/ORGANIZATION OVERVIEW

The Catholic Pro-Life Community's Project Gabriel Ministry is a compassionate organization dedicated to providing support and guidance to individuals facing unexpected pregnancies. Rooted in our faith, we strive to foster a culture of life by offering caring and holistic assistance. We are currently seeking a dedicated Gabriel Education Ministry & Support (GEMS) Coordinator fluent in English to join our team in a collaborative and supportive work environment.

SUMMARY OF POSITION

This part-time (20 hours a week) English-speaking position leads the GEMS program. GEMS (Gabriel Education Ministry & Support) is an educational program that extends the ministry of Project Gabriel to those mothers who are desiring more for themselves and their children. GEMS offers mothers opportunities to learn more about themselves and their Christian faith, about being better parents and about gaining the knowledge and life skills to help take their place in the larger world of work, education, and service. GEMS arose to address a very real need – namely, the need for women to develop self-esteem, realize their God-given abilities and be empowered to learn and make good choices. An educational scholarship is awarded to every mother who completes the GEMS program.

This position is a part-time, 20-hour-a-week position that includes some evenings and Saturdays throughout the year. The GEMS Coordinator reports directly to the Director of Project Gabriel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Expand the GEMS educational topics offered and seek and schedule speakers accordingly. Once topics and schedule is established, create and distribute the yearly calendar of GEMS classes.
- Coordinate all aspects of GEMS program including the day's lunch, daycare, and transportation for each class by working with staff, volunteers, and Gabriel Angels (mentors to moms).
- Update and distribute the GEMS binders for new moms entering the GEMS program.

- Work with the moms and their Gabriel Angel to help set goals and work towards achieving them. Communicate regularly with moms and their Gabriel Angels to keep them up to date as to the progress in the GEMS Program.
- Work closely with each upcoming GEMS Graduate & their Gabriel Angel for completion of the program which requires a written Essay. Oversee and review each essay from upcoming GEMS Graduates with PG Staff to determine sharing with supporters at the Christ Child Luncheon.
- Inform and remind moms, volunteers, Gabriel Angels and staff of GEMS classes and various events taking place within the GEMS program.
- Participate with the PG staff in conducting periodic Gabriel Angel Trainings when scheduled.
- Complete various reports, take attendance and ensure all communications and conversations with our moms and their Gabriel Angels are properly recorded in our in-house database.
- Participate in team meetings and contribute to the overall success of the ministry.
- Assist in planning and organizing events that promote awareness of Project Gabriel Ministry and its mission within the Diocesan parishes and throughout the community.

KEY QUALIFICATIONS

- **Passion for Protection of Life.** A heartfelt desire to join a community of love and dedication to the most important cause – Life. The Catholic Pro-Life Community doesn't just do pro-life work as some hobby to be squeezed in when we have time, but as the very heart and soul of our quest for justice in this world.
- **Proven Communication and Relationship Skills.** Strong interpersonal & communication skills, with an emphasis on active listening, understanding and patience. A pleasant demeanor and the ability to handle interpersonal relationships with discernment and empathy is key.
- **Natural Relationship Skills.** An ability to make a good first impression through a positive combination of professionalism, trustworthiness, and an honest appreciation for other people.
- **Dedication to our Community.** The willingness and ability to demonstrate the values of the CPLC by consistently and positively serving as a "face" of the CPLC to the Diocese of Dallas and the broader pro-life community. Acceptance of the teachings of the Church, especially the teachings on life issues. Active membership in a parish/faith community in good standing with the Church. Compliance with all Safe Environment requirements of the Diocese of Dallas and the CPLC.
- **Teachable and Adaptable.** Willing to learn and work cooperatively with team members and Gabriel Angels (mentors) to provide superior care, education, and resources to moms in need.
- **Proven Leader.** Ability to guide, encourage and to emotionally support the Gabriel moms & their Gabriel Angels to achieve the desired ministry goals.
- **Foundational Experience.** The ability to speak and write proficiently in English. Solid experience with Microsoft Office (Word, Excel, Power Point) is essential.

The previous 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.

Note: 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. This is manifested through active membership in a parish/faith community in good standing with the Church, acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues and compliance with the Diocese's Safe Environment Program.