



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE PROJECT GABRIEL ASSISTANT

DEPARTMENT MINISTRIES

DATE DECEMBER 2018

LOCATION CENTRAL OFFICE

GENERAL INTRODUCTION

The position of the Project Gabriel Assistant exists primarily to assist with carrying out the Mission of the Catholic Pro-Life Community (CPLC). 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

The Project Gabriel Assistant position is currently 15 hours per week. The Project Gabriel Assistant supports and enhances the Project Gabriel ministry and its affiliated education program through the training of and direct interaction with, the Gabriel team, Angel volunteers and the clients and families served by the program.

The person in this position reports to the Director of Project Gabriel

KEY QUALIFICATIONS

- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Desire to support the mission of the Catholic Pro-Life Community and the Church
- Active membership in a parish/faith community in good standing with the Church
- High school education
- Strong organizational skills and verbal and written fluency in English and Spanish
- Ability to work cooperatively and delegate authority
- Skills in Microsoft Office (Word, Excel, Power Point)
- Reliable transportation
- E-mail and Internet access
- Understanding and completion of Diocese's Safe Environment Program
- BILINGUAL

GENERAL RESPONSIBILITIES

- Evaluate clients for Project Gabriel, do the intake and initiate the pairing process as appropriate
- Guide and encourage Angels as effective, caring mentors of Gabriel clients

- Assure that Gabriel clients receive emotional, spiritual, and material help they require, to the extent that time and resources allow
- Coordinate and record referrals from pregnancy resource centers, medical facilities, and agencies that network with the CPLC
- Coordinate, and attend Gabriel Angel trainings throughout the year (minimum of two English and one Spanish)
- Assist the Ministry Director in assessing and developing new and better ways to further the Project Gabriel ministry (presentations of PG) in the diocese and beyond

SPECIFIC TASKS

- Follow up with potential Gabriel clients and review Gabriel Angel's profiles to make the pairing, contact GA and send initial packet. Once clients have been paired with Gabriel Angels follow up with GA to make sure they have made contact with their new assigned Gabriel Mom.
- Compile and maintain client records in both hard and soft copy. Submit weekly status on Angel pairings and client activity to the Ministry Director, PG staff, and ministry partners, as appropriate
- Keep a database of Angels, Gabriel Moms, GEMS students and coaches.
- Coordination of GA trainings include: finding a facility, following up on volunteer registration, preparing materials for training as well as flyers and bulletins in churches for promotion, room set up and coordinate the commissioning of future GA.
- Advise and assist Gabriel Resource Coordinator in identifying and meeting clients' material needs
- Attend PG/GEMS meetings/classes and CPLC staff meetings/activities as needed.
- Follow all budgetary and internal policies and procedures of the CPLC.
- Assist Ministry Director in special projects for PG/GEMS
- Assist Gabriel Resource Coordinator in coordinating transportation for GEMS classes and following up with SE for Gabriel Angels

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 employees of the Catholic Pro-Life Community may occasionally be required to perform duties outside of their normal responsibilities as needs arise.

To apply, please submit a resume and cover letter to Human Resources Director Patricia Vasquez at pvasquez@prolifedallas.org.