



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE	Project Gabriel Angel Coordinator	DEPARTMENT	Project Gabriel
DATE	December 2023	LOCATION	CPLC North Dallas Office

SUMMARY OF POSITION

The Gabriel Angel Coordinator serves as the primary point of contact for English speaking women facing an unexpected pregnancy through the Project Gabriel Ministry. The Gabriel Angel Coordinator plays a pivotal role in facilitating communication and support within a team environment that includes our clients, Gabriel Angels (mentors), and the Project Gabriel Director & staff. The Gabriel Angel Coordinator works closely with our moms and their Gabriel Angels (mentors) to build trust and self-confidence while providing emotional and spiritual support.

Proficiency in both spoken and written English is essential for effective engagement with our diverse team. This position is a full-time, 40-hour-a-week position that includes some evenings and Saturdays throughout the year. The Gabriel Angel Coordinator reports directly to the Director of Project Gabriel and works closely with the Resource Coordinator and the Spanish Virtual Education Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the PG Director with the client intake process: Interview English speaking women facing unplanned pregnancies who come to Project Gabriel seeking assistance.
- Develops and conducts initial training as well as ongoing training sessions for Gabriel Angels to equip them with the skills needed to provide effective support. Provides guidance and resources to enhance their mentoring capabilities.
- Based on individual needs and circumstances, facilitates, and ensures the compatibility of the pairings of mothers facing unexpected pregnancies with dedicated Gabriel Angels (mentors).
- Establishes and monitors a communication schedule for Gabriel Angels (mentors) to provide updates on the current situation & progress of the mothers they are mentoring.
- Ensure all communications/conversations with our clients are properly recorded in the CPLC Project Gabriel database.
- Serves as liaison between Gabriel Angels & mothers to address any emerging challenges or concerns.
- Actively participate in team meetings, complete monthly reports, and contribute to the overall success of the ministry.

- Assists in planning and organizing events that promote awareness of the Project Gabriel Ministry and its mission within the diocesan parishes and 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 and encourage Gabriel Angels (mentors) to emotionally and spiritually support the Gabriel moms 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.