

Education Coordinator

Purpose: To assist the Community Engagement Director in overseeing the growth and implementation of ZoeCare’s educational offerings in schools, churches, and community.

Description: The Education Coordinator builds and promotes 45North and Safe Harbor, recruits and trains presenters, and assists the Community Engagement Director in achieving ZoeCare’s educational goals.

Reports To: Community Engagement Director

Supervises: 45North Presenters and Safe Harbor Presenters

Weekly Hours: 16 (up to 20 as necessary)

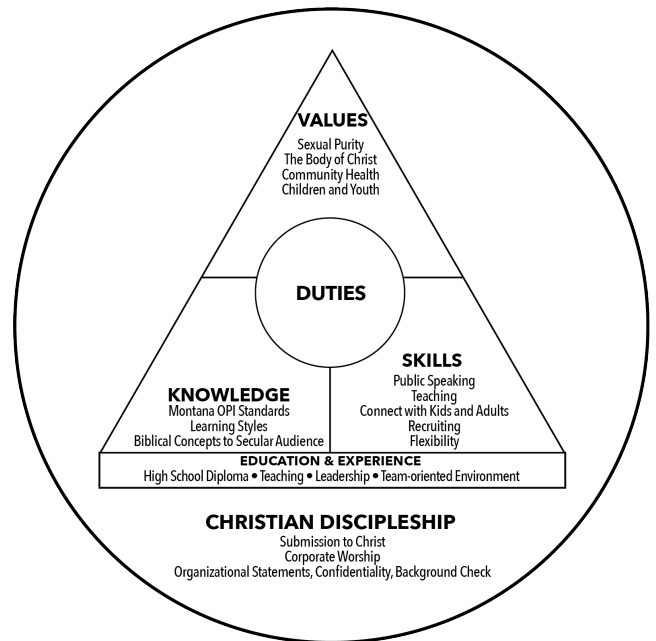
Strategic Importance: The Education Coordinator directly oversees the preventative and church response pieces of ZoeCare’s community strategy by educating youth and adults about responsible, holistic sexual health and providing needed church support for pregnant women. The work of the Education Coordinator is central to ZoeCare’s community transformation.

Christian Discipleship: These core characteristics are required for all employees and volunteers.

- Submit to Christ’s leadership and guidance.
- Participate in corporate worship at a local Christian church.
- Agree with ZoeCare’s *Organizational Statements*, comply with and sign the ZoeCare confidentiality statement, and document completion of a Montana criminal background check.

Duties:

- Present or oversee the presenting of the 45North curricula up to five classes per day during presentations.
- Recruit, train and oversee 45North Presenters and Safe Harbor Presenters.
- Assist the Community Engagement Director in researching, developing and updating 45North curricula as needed for all applicable audiences.
- Pursue and establish presenting opportunities in schools, churches and other relevant venues in the community, and communicate with administrators and teachers in a timely and professional manner regarding expectations and scheduling.
- Pursue and establish new venues and explore new methods in which to present 45North’s message of holistic relationship training and sexual health.



CORE COMPETENCIES: Education Coordinator

- Follow up with teachers, administrators and church leaders after presentations with student feedback.
- Strategize and implement the best methods to spread Safe Harbor effectively to churches in southwest Montana.
- Present or oversee the presenting of Safe Harbor seminars.
- Work to complete specified ZoeCare Education goals and objectives.
- Track and report on project milestones and provide status reports to Community Engagement Director.
- Develop tools and best practices for project management and execution.
- Other duties as assigned.

Knowledge:

- Montana OPI standards for sexual education. (Not a prerequisite)
- Different learning styles and accommodating teaching for each.
- How to apply biblical concepts to a secular audience.

Skills:

- Excellent public speaking with clear, compelling communication.
- Teaching both youth and adults about sensitive topics.
- Ability to relationally connect with both kids and adults.
- Ability to recruit and inspire others to follow a vision.
- Flexibility; ability to manage multiple projects going at the same time, sometimes at inconvenient times of the day and week.

Values:

- Sexual purity.
- The Body of Christ.
- Community health.
- Children and youth.

Education & Experience:

- High school diploma.
- Preferred teaching or nursing experience (a teaching certificate or RN license is not required but helpful).
- Successful experience in a leadership position and managing others.
- Experience working in a team-oriented, collaborative environment.