



891 White Bear Ave.

St. Paul, MN 55125

651-776.2328

www.optionsforwomeneast.com

We provide life-affirming alternatives through support and services to pregnant women in the East Metro area of the Twin Cities. Through a coaching approach, our goal is to positively impact our clients, helping them achieve healthy, lasting changes in their lives. We strive to foster trust by providing a safe, respectful coaching environment that enables them to overcome personal struggles through growth and transformational change.

Position Description – Education Coach

Purpose - The Education Coach at Options for Women is responsible for client/patient education, both individual and group, including scheduling and management of curriculum.

Time Commitment - Non-exempt part-time position with hours M-Th 6-20 hours a week.

Reporting Assignment - Reports to Executive Director

Training

- Elevate Life Training
- Orientation to Options for Women East and on-the-job training.
- HIPAA/OSHA Training

Qualifications

- Expresses full agreement with OFWE's Mission Statement and Policies.
- Willing to comply with clinic policies and procedures and work within the organizational structure.
- Is a strong team player who creates an environment of mutual respect and fosters cooperation.
- Has a sincere desire to reach out to abortion-vulnerable and abortion-determined women.
- Exhibits strong commitment and dedication to the sanctity of all human life.
- Exhibits strong commitment and dedication to sexual purity.
- Exhibit strong interpersonal and administrative skills.
- Adept at Microsoft Word, Excel, Outlook, and other computer skills.

Responsibilities

- Responsible for education schedule and calendar management for both individual and group classes.
- Coordinates client/patient education with OFWE staff.
- Performs training on education for OFWE staff.
- Works with clients/patients to complete education needs for both pregnancy and parenting.
- Incorporates new ways to ensure the growth of the program through training and development.
- Open to attending car seat, MN Sure, and/or SRA training.
- Completes other relevant duties such as participation in fundraising and development outreach as assigned by the Executive Director.
- Attending Staff Meetings and in-services, increasing knowledge of client support and services offered.

Staff Development

- Maintains regular attendance at all staff and medical team meetings.

- The Education Coach receives an annual evaluation from the Executive Director.

Commitment to OFWE's organizational values

- We do not perform or refer for abortions or provide artificial contraception, but we do educate on all abortion procedures and all types of contraception.
- We promote healthy choices regarding sexuality that both honor the dignity of the human person and altogether avoid sexually transmitted infections and unintended pregnancy.
- We believe in the sanctity of human life, the inherent dignity of each person, from conception to natural death.
- We give our clients/patients the right to receive comprehensive, medically accurate information provided respectfully and compassionately, and understand the importance of addressing the needs of the whole person – physical, emotional, spiritual, and social – when providing services.