

Position 304: Community Educator**Supervised by: Director of Communications****PTE: Temporary Contract (20 hours weekly) Immediate Opening – June 26, 2020**

Who We Are:

The Calgary Pregnancy Care Centre is a non-profit agency offering assistance for anyone facing an unplanned pregnancy or experiencing post-abortion stress. We have been caring for women, youth and families since 1985. We are committed to providing high quality support and programs powered by a passionate and dedicated team. For information about our organization please refer to our web site at www.pregcare.com

Position Summary:

The Community Educator is responsible for the dynamic and informative delivery of Take Charge curriculum throughout Calgary and area schools and youth groups. The Take Charge program is the preventative education department of the CPCC to provide abstinence-based health education with a focus on healthy relationships and sexual decision-making. The position reports to the Director of Communications and works closely with the Community Education Coordinator.

Primary Responsibilities:**I. Program Delivery**

- Facilitate educational workshops
- Work with the Community Education Coordinator to ensure continuity of program delivery.
- Prepare and submit monthly statistical reports.
- Participate in staff meetings, in-services and other activities as requested.
- Implement the evaluation tools for overall program feedback.
- Support the administrative aspects of the program and other organizational needs including writing blogs and supporting social media goals.
- Support the Community Education Coordinator:
 - Managing Take Charge related calls and bookings
 - Develop and maintain a working relationship with school staff, churches and organizations
 - Assist with the recruitment and mentorship of Take Charge volunteers and students
 - Facilitate training for new Take Charge volunteers and students.

II. Development:

- Facilitate good public relations within the community.
- Develop relationships with educators and ministry staff.

Qualifications:

This position must exhibit the following:

- Respect and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the Centre,
- Previous experience teaching and engaging diverse youth populations,
- Fun, dynamic presentation skills,
- Excellent time management and organizational skills,
- Ability to work independently and with minimal instruction,
- Excellent written and oral communication skills,
- Servant leader and team player,
- Continual learner, maintaining professional and technical knowledge,
- Energetic yet professional,
- Flexible and willing to adapt to changing departmental needs,

Core Competencies:

- Relationship building
- Public speaking
- University graduate level writing skills

Academic Requirements:

- Bachelor's degree in education, social work, behavioral sciences, or other related field or a college diploma with previous experience may be considered in lieu of a degree.

Work Environment:

The position requires a significant amount of travel within the City of Calgary or to locations within 50 kilometers of the city. The incumbent will require a valid driver's license and a reliable vehicle.

The position is required to work a 20-hour workweek. Standard office hours are Monday through Friday from 9 am to 5 pm., however some evening and weekend work will be required. When possible, the incumbent will manage their workweek to fit within a 20 work week.

Note:

- Successful applicants must provide proof of qualifications.
- Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.
- An enhanced security clearance must be completed as a condition of employment.

What We Have to Offer:

- Free Downtown Parking
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference in the lives of others

How to Apply:

Forward your resume and cover letter with *Community Educator* in the subject of the email to info@pregcare.com. We would like to fill this position immediately but it will remain open until a suitable candidate is found.

We thank all applicants for their interest. Only those selected for interviews will be contacted.