

**Catholic Charities**  
Diocese of St. Petersburg, Inc.

**Employment Opportunity Posting**

**Date:** 05/01/2024

**Position Title:** Pregnancy Center Manager

**Supervisor:** Program Manager

**Program:** Foundations of Life- Pinellas

**Location:** Clearwater, FL

**Work Schedule:** Various

**Job Classification:** Part Time Nonexempt (24 hours per week)

**Pay Rate:** \$16.50

**Starting Date:** ASAP

**SUMMARY:** The Center Manager is responsible for the day to day direct services provided to clients in Pinellas Center. This also involves program development, outreach, fundraising and supervision, evaluation, training, retention and enrichment of the volunteers. The Center Manager is also responsible for the day to day of the center by implementing agency and program policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Attend training and other educational opportunities to ensure quality of mentoring, administrative and management skills.
- Assist in identifying additional funding resources and writing proposals, grants, etc.
- Develop and maintain ongoing relationships with priest and churches in the community.
- Provide car seat safety and lactation classes.
- Develop and maintain relationships with other ministries/organizations that meet client needs.
- Develop and oversee client support services offered by the ministry such as parenting classes, client outreach programs, adoption program, and information about HEART and Project Rachel.
- Develop, oversee, and revise promotional materials used in presenting the center to clients and the community.
- Educate the local community, including churches, priest, community groups, as well as the professional community about the center with the goal of obtaining support and involvement with the program.

- Network and collaborate with other agencies in related fields and churches through presentations and community event participation.
- Ensure Web site survey entries are done in a timely manner – case supervision/review, client satisfaction surveys, FPCN and ultrasound surveys.
- Evaluate, select, and maintain needed educational materials and resources for client use.
- Everyday coordination and provision of client services for Foundations of Life Pregnancy Center Program which include: pregnancy testing and options counseling, limited ultrasound, adoption services, mentoring, educational programming and post abortion support groups.
- Handle routine business calls and take appropriate action
- Interact with program manager to relate client or volunteer needs, progress of center, problems and goal setting and implementation
- Maintain a working relationship with agencies, physicians, churches, and organizations that refers clients to or accepts referrals from other agencies or programs.
- Maintain and update the referral resources for staff, volunteer, and client use.
- Oversee mentoring counseling and all other services provided for clients Provide peer counseling and services for clients when volunteers are not available.
- Oversee record-keeping and effective follow-up of clients by staff and volunteers.
- Oversee scheduling of all volunteers
- Participate in PQI Team FOL and Case Review Committee for quality assurance.
- Participate in program budget development and management.
- Plan, coordinate and manage all program activities.
- Promote and market program services throughout the Diocese and the local community.
- Recruits, interviews, and completes all required documents of staff and volunteer candidates for the program prior to selection.
- Represent the center and services of the pregnancy center to the community and when authorized by COO the media.
- Represent the center to priest and churches regarding support ministries and volunteer opportunities through direct contacts.
- Represent the center to priest, churches and community organizations through correspondence, meetings, presentations, and community outreach.
- Responsible for assuring program accountability and ensures productivity standards are implemented and evaluated ensure quality of services. This includes program outcomes, short term goals, operating procedures, record keeping, and risk management issues.
- Responsible for establishing volunteer retention within the program at the managed center.
- Responsible for marketing and fundraising for FOL Pinellas to ensure program sustainability.
- Responsible for planning, implementing, and coordinating efforts and community events that will maintain and increase outreach and support for the program.
- Responsible for volunteer's performance evaluations.
- Review client files, case notes and offer suggestions and encouragement to volunteers
- Submit all pertinent data to the IS staff for CMHC entry which includes: central intakes, weekly staff activity reports, volunteer timesheets, FPSS 4000 charges.
- Supervises Pinellas center volunteers.
- Trains all new volunteers to properly get acquainted with the program and agency policies and procedures.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **OTHER RESPONSIBILITIES:**

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self-motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

### **ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Commitment to empowering others to solve their own problems.
- Good interpersonal skills with families, staff and others are essential.
- Bi-lingual (Spanish/English) (Creole/English) a plus
- Value a nurturing family as the ideal environment for a person and the conviction about the capacity of people to grow and change.
- Ability to establish a respectful relationship with persons served to help them gain skills and confidence.
- Ability to work collaboratively with other personnel, service providers, churches, and professionals.
- Ability to provide spiritual leadership, discipleship, encouragement, and direction for the center volunteers.

- Ability to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to adjust schedule to meet client and agency needs in terms of evening and weekend services, as required.
- Ability to work under deadlines, multi-task, generate and maintain comprehensive reports and documentation.
- Computer literate.
- Knowledgeable of local community resources.
- Knowledgeable in marketing, fund-raising, and public relations/development.
- Posses strong skills in interpersonal communication, public speaking, writing, and effective media relations.

#### **EDUCATION AND EXPERIENCE:**

- Minimum of a B.A. or B.S. in social work or similar discipline. Or commensurate experience.
- Demonstrated passion for the pro-life cause, along with the ability to articulate that passion, is a must.
- Minimum 3 years experience in a comparable organization/program.
- Experience in Christian ministry, fundraising, marketing, event planning and graphic software is preferred.

**PHYSICAL DEMANDS:** These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, lifting up to 40lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To be considered for employment please apply to [cmartinez@ccdosp.org](mailto:cmartinez@ccdosp.org)

*It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.*

*Catholic Charities participates in the US E-Verify program.*