



SKYLARK

Director of Family Outreach

Job Description

Department: Outreach **Reports To:** Executive Director

Position Type: Full Time **Supervises:** Volunteers

Objectives of the Position:

The **Director of Family Outreach** is responsible for working with the Executive Director and other key staff in the strategic development and implementation of outreach opportunities for Skylark Clinic, Inc. One of the goals of this position is to grow and enrich ministry to males, both in encouraging males to be strong fathers but also to encourage men to choose healthy relationships.

Additionally, the Director is key in developing and maintaining relationships with local churches to expand implementation of the Making Life Disciples program, resulting in better discipleship opportunities for clients served by Skylark and also equipping the local church to better serve women and men who are facing unplanned pregnancy.

Role and Responsibilities

Fatherhood Program

1. Oversee the quality and direction of services given by male decision coaching volunteers.
2. Evaluate current curricula for fatherhood education and research new opportunities.
3. Meet with male clients as needed.
4. Teach classes for both male and female clients.
5. Develop community outreach opportunities to potential male clients.

Church Engagement

1. Maintain regular contact with local churches, identifying opportunities to connect pastors and other church leadership with the ministry of Skylark.
2. Advocate for, lead trainings, and provide support to churches and the adoption of the Making Life Disciples program created by Care Net.
3. Maintain an updated record of church contact information and staff changes.
4. In conjunction with the Director of Growth + Events, coordinates regular correspondence with church liaisons.
5. Represents the Center to pastors, churches, and organizations through correspondence, meetings, and speaking engagements.

Administrative

1. Conducts interviews for potential volunteers and new-hire staff for positions under the Outreach branch of the organization.

2. Conducts annual reviews for all Outreach staff and ensure adequate training is received.
3. Maintains accurate records of Outreach Department staff sick and vacation days.

General Duties

1. Receives calls relating to the ministry and answer calls when receptionist is not available.
2. Assists with maintenance and cleaning of facility.
3. Attends meetings and conferences deemed necessary by the Executive Director.
4. Performs additional duties and responsibilities as needed.

Qualifications + Educational Requirements

1. Demonstrate a personal relationship with Christ as Savior and Lord.
2. Exhibit, both through word and lifestyle, a strong commitment and dedication to sexual abstinence before marriage and sexual faithfulness during marriage.
3. Exhibit a strong commitment and dedication to the pro-life position.
4. Exhibit a strong commitment to unify Christians from every background to function together in ministry.
5. Agree with and uphold the Statement of Principle, Statement of Faith, Core Values, and policies of Skylark.
6. Bachelor's Degree
7. Shows excellent relationship management and interpersonal skills: the ability to work effectively with donors, volunteers and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills.
8. Have the ability to handle multiple tasks with organization and accuracy.
9. Maintain a collaborative, team-oriented attitude.
10. Demonstrate proficiency in Microsoft Office (Word, Excel, PowerPoint, Project), internet research and strong knowledge of social media.