

Birthright of Evansville Coordinator Responsibilities

Responsibilities:

The following five areas describe the job responsibilities of the coordinator of Birthright of Evansville.

Volunteers - the pulse of Birthright.

- On-site supervising of Birthright Center operations 10AM - 2PM Monday/Wednesday/Friday. If unable to be on-site, notify the volunteers and contact a Board member. Start with the President, and if not available continue with other officers. Please refrain from leaving messages if possible.
- Counseling of clients relating to pregnancy test results.
- Recruiting volunteers for staffing the office and counseling of clients.
- Organizing initial and ongoing training sessions for the volunteers.
- Mentoring the volunteers in complex situations, helping them grow in their ministry.
- Arranging office scheduling and staffing of the volunteers.
- Arranging annual appreciation luncheon and Right to Life Banquet for volunteers.

Office/Clerical

- Ordering office supplies; bathroom articles, pregnancy tests, pamphlets/brochures, etc.
- Payment of bills
- Filing receipts and other pertinent items.
- Depositing donations, recording donations and sending thank you notes.
- Complete all necessary medical, state and federal forms.
- Updating and maintaining computer records of all donations and statistics.
- Maintain list of pro-life coordinators in the Catholic Diocese of Evansville, local universities, and other churches who support Birthright of Evansville.
- Field emergency calls from the Birthright National Hotline on off hours.

Publicity/Advertizing

- Preparing and mailing Birthright Newsletter at least biannually (Spring and late Fall).
- Corresponding with local media, newspapers, Message etc.
- Listing of Birthright in local phone book and University directories.
- Managing all fundraising activities initiated by Board of Directors.
- Corresponding with pro-life coordinators of the churches and Universitie of Evansville, soliciting activities that will benefit Birthright of Evansville. (Baby showers, 'Baby Jesus gifts' at Christmas Masses etc.).

Center Maintenance

- Overseeing the upkeep of the Birthright Center, both inside and outside, cleaning, repairs, grass cutting, etc.

Other

- Operate under the guidelines of The Charter Document of Birthright.
- Provide written coordinators report to Board of Directors at monthly meetings.
- Attend monthly Board of Directors meetings.
- Keep all Board of Directors informed on 'special projects' via e-mail.

National Birthright website: www.birthright.org