

Cornerstone Pregnancy Services is seeking Doula Program Assistant for a 16 hr. /wk. position. This position will work closely with the Doula Program Coordinator to administrate a grant program. The candidate will be responsible for appointment scheduling and class registration for doula services, data entry, general office functions, and assistance with grant reports. High diploma is required, or equivalent office work experience is a plus. Will train the right candidate if no experience working Knowledge of Microsoft Office software is a must. Excellent customer service and telephone skills are essential to maintain good relations with all contacts using a high level of professionalism and integrity. Bilingual candidates are encouraged to apply.

Qualified interested candidates should send updated resumes with cover letters and salary history to:

**c/o Executive Director
Cornerstone Pregnancy Services
364 Griswold Road
Elyria, Ohio 44035
ccarter-harris@cornerstonepregnancy.org**