

Cornerstone Pregnancy Services is seeking a Doula Program Coordinator for a 16 hr. /wk. position. This position will work closely with the Director of Patient Resources to administrate doula services through a granted program. The candidate will be responsible for management and oversight of the doula prenatal and postnatal services to women. This position works with contracted staff and an administrative assistant. The doula coordinator oversees the compliance to doula service protocols, preparation of grant reports, and maintaining adherence to grant requirements. Doula certification is mandatory. A high school diploma is required, or equivalent work experience is a plus. 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
info@cornerstonepregnancy.org**