

Cornerstone Pregnancy Services is seeking an Education Program Coordinator. This opportunity is a 24 hr. /wk. position. The candidate will be responsible for answering education and program inquiries, data entry, general office functions, assisting with client selections in our baby boutique, and teaching parenting courses. A high school diploma is required. Knowledge of Word and Excel software is a must. This position will have contact with local churches, school systems, and organizations. Therefore, the ability to speak before groups and perform presentations is an essential skill set. 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:

**Executive Director
Cornerstone Pregnancy Services
364 Griswold Road
Elyria, Ohio 44035
jobs@cornerstonepregnancy.org**