



Cornerstone Pregnancy Services is seeking an Education Coordinator for a 24 hr. /wk. position in our Elyria Office. The candidate will be responsible for coordinating educational programs, data entry, and general office functions in our parenting program. High School diploma required. Experience working in an office environment or experience desired but will train the right candidate. Knowledge of Word and Excel 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:

jobs@cornerstonepregnancy.org or by mail to:

Attention: Human Resources
Cornerstone Pregnancy Services
364 Griswold Road
Elyria, Ohio 44035