

### **Director of Education and Support Services**

**The Director of Education and Support Services works to further Cornerstone Pregnancy Services' mission in areas concerning Volunteer Talent, Client Education, and Instructional Outreach within the center and local community.**

**The Director of Education and Support Services reports directly to the Chief Executive Officer. This position supervises direct report employees, volunteers, interns, and part-time educators. This is an exempt, full-time position for 32 hours weekly. Non-profit work and supervisory experience are required. Job requirements include the following:**

- **A Professing Christian with deep convictions to preserve the sanctity of human life and proclaim the Gospel of Jesus Christ.**
- **Associate's or Bachelor's degree in Education, Business, Non-profit Management, or a related field.**
- **Has experience in non-profit management work and the provision of education to adults using individual or group approaches**
- **Strong organizational skills with attention to detail, and excellent written and non-verbal acumen are required.**
- **Grant writing experience is desirable, or willing to learn**
- **Displays professionalism and demonstrates self-motivation and a high level of initiative.**
- **Accomplished use of personal computers with Microsoft Office.**
- **A proven track record of meeting project goals; project management experience is a plus**

**Qualified interested candidates may send resumes with cover letters, examples of event publications,  
and salary history to:**

**Cornerstone Pregnancy Services  
364 Griswold Road, Elyria, OH 44035  
Fax: 440-324-4478  
e-mail: [jobs@cornerstonepregnancy.org](mailto:jobs@cornerstonepregnancy.org)**