

Assistant Director of Education and Support Services

Cornerstone Pregnancy Services is a faith-based organization, positioned to meet the needs of women and men facing unplanned pregnancies. Due to a pending retirement, Cornerstone Pregnancy Services is seeking an Assistant Director of Education and Support Services for a 32 hr. /wk. position. This position will work closely with the Director of Education and Support Services to administrate a grant program for client-related services for community health workers, education coordinators, and doula providers. The Assistant Program Director assists in program administration, managing staff, resources, and administrative processes to support the education and support services program's goals and objectives. He or she assists the Education and Support Services Program Director in areas like planning, organizing, and supervising work. Flow. This role often involves project management, assisting with the budget for the baby boutique, evaluating employees, and representing the Education division through community outreach. For consideration, send a resume to jobs@cornerstonepregnancy.org.