

BsideU for Life is Hiring a Full-Time Mobile Operations Manager and Pregnancy Center Assistant Director

BsideU for Life is a 501(c)(3) nonprofit Christian ministry located in Louisville, Kentucky. Founded in 1988, BsideU serves women and families affected by unplanned pregnancy in the Metro Louisville area and surrounding counties. We provide our services through two pregnancy medical clinics, providing pregnancy testing, early gestational ultrasounds, and STI testing and treatment, and we partner with Image Clear Ultrasound to provide those services in a mobile clinic in suburban Metro Louisville two days per week. We also provide clients with day-time life skills and discipleship training in our life skills ministry, allowing them to pursue personal improvement classes, with onsite childcare and light lunches while onsite. BsideU has recently been certified by BCWI as a Best Christian Workplace, 2021.

Our Vision: is to create a community that values life. Always.

Our Mission: to provides upport and hope through the Gospel of Jesus Christ to those affected by unplanned pregnancies, walking beside them for life.

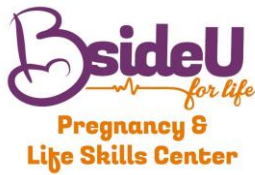
Our Core Values:

- We are Gospel-Centered.
- We believe in the Sanctity of Life.
- We are Prayerful.
- We walk in Integrity.
- We are Intentional.
- We are Relational.
- We are committed to Discipleship.



BsideU for Life is hiring a full time Mobile Operations Manager.

The job description is attached to this cover page.



Job Title: Mobile Operations Manager

Job Title: Mobile Operations Manager, Full Time

Reports To: Pregnancy Center Director

Summary: Oversees and manages mobile ministry.

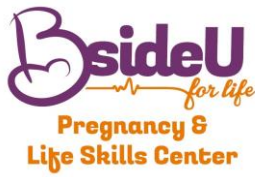
Qualifications:

1. Expresses full agreement with BsideU's statement of Faith and Mission Statement.
2. Has knowledge of and complies with the policies and procedures of BsideU.
3. Strong interpersonal skills including the ability to listen, be patient, and stay calm and composed during a variety of client interactions.
4. Strong qualities of spiritual leadership, discipleship, and ability to encourage team members and clients.
5. Demonstrated maturity, stability, confidentiality, and initiative resulting in the ability to carry out responsibilities with minimal supervision.
6. Ability to multitask and work well in a mobile medical clinic setting as well as in the pregnancy center.
7. Ability to work as part of a multidisciplinary team.
8. Strong oral and written communication skills with attention to detail.
9. Experience with Microsoft Word, Excel, and Google Platforms.
10. Ability to engage with clients and community in a variety of social media platforms, which may include Facebook, Twitter, Instagram, and Snapchat.
11. Ability to show Christ-centered care, compassion, and understanding towards those in need.
12. Has a sincere desire to reach out to abortion minded or post-abortive women or any woman seeking the services provided at BsideU.
13. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
14. Valid driver's license and insurance.
15. CPR Certified.

Responsibilities:

Mobile Operations & Administration:

- Responsible for the day-to-day Mobile Ministry operations and may delegate duties, including but not limited to stocking of supplies, documentation, and mobile mechanical operations, staff scheduling and non-medical task assignments. Encourage and help equip mobile staff with day-to-day operational tasks.
- Prepare and maintain memos, correspondence, reports, and other documents as requested, and ensure all communications are returned in a timely manner. Oversee the retrieval, sorting and distribution of all communication. Ensure accurate documentation of client visits and manage all other Mobile Ministry paperwork, receipts, mileage, forms to maintain accurate expenditure records, and to aid in compilation of monthly and annual budgets and statistics.
- Enter and check Mobile Ministry client data in database and maintain accurate center documents and the compilation of monthly mobile statistics, for submission of monthly statistics report to ICU Mobile, Pre-Born, and leadership in a timely manner.



Job Title: Mobile Operations Manager

- Ensure client communications are addressed promptly, e.g., answering the ICU phone, voice messages and texts, screening potential clients, and scheduling appointments and/or sending reminders.
- Recruit and oversee volunteer pit crew to ensure mobile unit maintenance is completed in a timely manner; maintain necessary safety standards and maintenance schedule.
- Assist in evaluating and implementing Mobile Ministry client services programs and materials.
- Train and develop Client Advocates.
- Participate in scheduled staff meetings, trainings and/or conferences as requested.
- Comply with federal, state, and licensure, supervision, and professional continuing education and requirements.
- Communicate and coordinate client marketing efforts with Executive Director as needed.

Client Services:

- Implement Mobile Ministry client services programs and materials, in active coaching role as schedule demands.
- Coach and advocate for clients by being a good, active listener, gathering, assessing and assessing what the client shares in order to provide the client with the best possible care. Using non-judgmental and supportive, pleasant tone, provide excellent customer service in coaching pregnant women who engage the mobile ministry, whether abortion-minded, post-abortive, or likely to carry.
- Assist client in completion of forms relevant to client needs, coordinate client follow-up ensuring appropriate services are provided in accordance with the discharge care plan, and conduct client follow up calls and document results.

Community Engagement:

- Develop a Network of Support for our clients by identifying ministries and community agencies/facilities that will meet the core need of the client in the various mobile service location areas.
- Establish and cultivate relationships with the identified ministries, agencies/facilities to develop ministry and community partners.
- Train the Mobile Team to utilize the partnerships in establishing a community support network for the client.
- Coordinate mobile tours, observations, community appearances, and participation at other venues as opportunities arise, or as requested by ICU Mobile.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

____/____/____
Date

Printed Name