CRADLE Pregnancy Care Center
Job Description for Client Coordinator

Title: Client Coordinator

Position Summary: This is a paid, part-time position at CRADLE. Once trained, the Client Coordinator will be responsible to meet with clients for their appointments, assist with office tasks, help in the Maternity Resource Center, assist in fundraising and mailings, attend occasional community events, and help fill in for the Office Manager when needed.

Days/Hours: Tuesday-Thursday, 10am-4pm

Reports to: Office Manager and Executive Director

Qualifications:
- A mature, personal relationship with Jesus Christ as Lord and Savior as evidenced by personal testimony and a lifestyle in accordance with biblical principles. This includes being an active member of a local church.
- Agreement with each and every element of the CRADLE Pregnancy Care Center's Doctrinal Statement.
- Believe in the sanctity of human life as taught in the Bible and reject abortion as an acceptable option for any woman facing a crisis pregnancy.
- Called by God to serve in the pro-life arena.
- Ability to counsel with integrity, compassion, professionalism, and confidentiality. Show compassion and love to women and their families with a commitment to the ministry.
- Able to work well with volunteers and other staff, putting others before self.
- Good communication skills (while working with other staff, volunteers, counselees, and handling telephone calls).
- Able to take direction from the Office Manager and Executive Director to complete tasks as directed in a timely manner.
- Be self-motivated, organized, and punctual.

Responsibilities:
- Meet with clients (counsel, once trained): Clients are the first and main responsibility.
- Maintain excellent communication with the Office Manager and the Executive Director.
- Work with the Office Manager and the Executive Director to help with any necessary tasks, such as: mailing letters, helping with the Maternity Resource Center as needed, Walk for Life and event preparations, attend and help at occasional events.

September 2025