



Education Coordinator

Reports to: Nurse Manager

Hours: Non-Exempt Salary

Revised: January 2026

Job Summary

The Education Coordinator works with male clients and volunteers to administer the Resource Dad's Matter Program. The Education Coordinator reports to the Nurse Manager and works in overall coordination with the Client Services staff.

Job Requirements

- Agrees with the Mission, Vision, and Belief Statements of Resource Health
- Exhibits a mature relationship with Jesus Christ as our Lord and Savior
- Pro-life in practice and belief with a consistent life-affirming philosophy and a desire to reach abortion-vulnerable and abortion-minded men
- Well established member of a like-minded church with pastoral support
- Has a heart for sharing the Gospel, discipling others, and spiritual discernment to minister Jesus to clients
- Ability to work autonomously and be self-directed in the implementation of job duties
- Demonstrates proficiency in interpersonal communication
- Ability to show compassion towards all clients
- Team player who shows a willingness to work in collaboration with client services staff
- Willingness to be flexible and adapt to changes and restructuring of position as directed by the Nurse Manager/Chief Nursing Officer
- Perform other job-related duties as directed by the Nurse Manager/ Chief Nursing Officer
- Holds current CPR certification or willingness to become certified and stay certified throughout employment
- Proficient in the use of Microsoft Word, Excel, Outlook, and various web-based software
- Technology Proficient
- Must be 21 years of age or older
- Must be teachable within the structure of a team environment
- Completion of all required training



General Responsibilities

- Assessment of risk factors for male clients interested in our services
- Evaluation of client needs for appropriate Resource Health services
- Offers community resources as needed
- Administers the Resource Health “Dads Matter” Program for male clients
- Responsible for all class components including but not limited to:
 - Teach weekly Dads Matter classes and quarterly Saturday in collaboration with the Education Coordinators
 - Track incentives
 - Accurate documentation of client activity in database
 - Training Dads Matter education volunteers
- Ensure that scheduling reflects ongoing follow-up with current and potential education clients.
- Be an effective advocate and readily available to meet potential clients from the Pregnancy Resource Center and Ultrasound Department regarding Resource Health “Dads Matter” program or community resources needed
- Be well versed in all presentations for Dads Matter classes
- Develop and maintain strong client relationships through continued follow-up and Case Management after completion of Dads Matter classes
- Perform all other tasks as assigned by the Nurse Manager or Chief Nursing Officer
- Compliant with HIPAA and client confidentiality
- Distributes material incentives to clients as outlined and based on supply
- Follows policy and procedures for the Dad’s Matter Program that is set forth by Resource Health
- Willing to drive and work at varied assigned locations as needed
- Able to lift 50 pounds

Staff Development

- Completes annual performance review with supervisor
- Completes bi-annual CPR certification
- Completes HIPAA training bi-annually
- Completes annual Mandatory Reporter Training
- Attends quarterly all staff meetings
- Participates in staff training and in-services
- Attends Education Coordinator meetings as scheduled