



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE: Gabriel Education Ministry & Support Coordinator
DATE: June 9, 2026

DEPARTMENT: Gabriel Outreach
LOCATION: CPLC Office in North Dallas

About Us

The Catholic Pro-Life Community (CPLC) is the Respect Life Ministry of the Diocese of Dallas, dedicated to saving lives, supporting families, providing a pathway to healing, and promoting a culture of life. Through education, outreach, and compassionate support, we serve mothers, fathers, families, and parishes across North Texas.

SUMMARY OF POSITION

The GEMS (Gabriel Education Ministry & Support) Coordinator leads and grows a life-changing program that empowers mothers to discover their God-given dignity, strengthen their parenting skills, and build a brighter future for themselves and their families. Through educational workshops, mentorship, faith formation, and practical life-skills training, GEMS equips women with the tools and confidence they need to thrive in their homes, communities, education, and careers.

As a tangible investment in each mother's future, participants who successfully complete the program earn an educational scholarship. The GEMS Coordinator plays a key role in making this transformation possible by planning and coordinating program activities, supporting participants and volunteers, maintaining program records, and creating a welcoming, organized, and empowering experience for every mother served.

This full-time position reports to the Director of Gabriel Outreach and works closely with staff, volunteers, community partners, and Gabriel Angels (volunteer mentors) to advance the mission of accompanying mothers and helping families flourish.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Leadership & Curriculum Development

- Lead all aspects of the GEMS program with vision, compassion, and organizational excellence.
- Continuously expand and enrich the GEMS curriculum by researching relevant educational topics spanning faith formation, parenting, personal development, financial literacy, workforce readiness, and more.
- Identify, recruit, and schedule engaging speakers and presenters aligned with GEMS topics throughout the year.
- Develop and distribute the annual GEMS class calendar to clients, volunteers, and staff in a timely manner.
- Update GEMS program binders and materials regularly to ensure each new participant receives a complete, polished welcome packet.
- Conduct monthly on-site intakes at maternity homes.
- Help plan and attend semi-annual client group events

Client Support & Goal Setting

- Build meaningful, trust-based relationships with each GEMS participant, meeting her where she is and encouraging her progress toward personal and program goals.
- Work collaboratively with each mom and her Gabriel Angel to develop individualized goals and a path forward, checking in regularly to celebrate milestones and address challenges.
- Communicate consistently with moms and Gabriel Angels to keep all parties informed, motivated, and engaged throughout the GEMS journey.
- Provide emotional encouragement and practical guidance to help moms overcome barriers to participation and completion.
- Help participants identify barriers, develop practical action steps, and remain accountable to their personal and program goals.

Graduation & Scholarship Coordination

- Guide each upcoming GEMS Graduate through the final steps of the program, including completion of their personal graduation essay.
- Review and evaluate graduation essays alongside Gabriel Outreach staff to identify powerful stories suitable for sharing at the annual Christ Child Luncheon and with ministry supporters.
- Coordinate graduation recognition and scholarship award logistics in partnership with the Gabriel Outreach team.

Communications & Event Coordination

- Serve as the primary communicator for all GEMS-related updates, reminders, and class logistics — ensuring moms, Gabriel Angels, volunteers, and staff are always well-informed.
- Coordinate all day-of class logistics including lunch, childcare, and transportation as needed, working with staff, volunteers, and community partners.
- Participate in periodic Gabriel Angel Trainings as a presenter and/or support facilitator, helping equip mentors to serve their moms well.
- Assist in planning and executing outreach events that raise awareness of Gabriel Outreach and GEMS within Diocesan parishes and the broader community.

Administration & Reporting

- Maintain accurate and up-to-date records of all GEMS participant information, attendance, goals, progress, and communications in the ministry's in-house database.
- Complete required program reports and track program outcomes to support ministry accountability and donor reporting.
- Participate actively in team meetings, contributing ideas and updates that strengthen the ministry.

Key Qualifications

- **Commitment to the Pro-Life Mission.** A deep, personal commitment to the dignity of every human life and a heartfelt desire to empower women to discover their God-given potential. Catholic faith is welcomed and preferred, but candidates of any background who demonstrate sincere, authentic alignment with the pro-life mission and the values of the Catholic Church are encouraged to apply. Compliance with all Safe Environment requirements of the Diocese of Dallas is required.
- **Proven Leadership & People Skills.** Ability to lead, encourage, and inspire mothers and volunteers alike. Experience facilitating group programs, coaching individuals, or leading community initiatives is a strong plus.
- **Outstanding Communication Skills.** Strong written and verbal communication with an emphasis on active listening, empathy, and clear follow-through. Comfortable presenting to groups and communicating with diverse audiences.
- **Program Management Ability.** Highly organized with the ability to manage a multi-faceted program from curriculum development to day-of logistics and long-term relationship tracking.
- **Adaptable, Resourceful & Trainable.** Comfortable in a fast-paced, mission-driven nonprofit where priorities shift and each day can look different. Eager to learn new systems and processes, open to feedback, and able to exercise good judgment, take initiative, and respond to changing ministry needs with flexibility and professionalism.

- Collaborative & Positive. A flexible, solutions-oriented team player who enjoys supporting others, embraces change, learns new systems quickly, and contributes to a healthy team culture.
- Proficiency in Microsoft Office. Comfortable using Word, Excel, PowerPoint and databases to create communications, track data, and produce presentations.
- Relational & Trustworthy. Natural ability to build genuine, lasting relationships with women who may be in vulnerable or challenging life circumstances. Discretion and confidentiality are essential.
- Availability. This full-time role includes some evenings and Saturdays throughout the year to accommodate GEMS classes and ministry events.

Stewardship and Community Engagement

All employees of CPLC are called to exercise faithful stewardship of their time, talents, and resources. This commitment is reflected in the spirit of collaboration, excellence, and fidelity to the Catholic Church's teachings on life and human dignity and demonstrated through active participation in a parish or faith community in good standing with the Church and compliance with the Diocese's Safe Environment Program.

These responsibilities are intended to describe the general nature and level of the work being performed. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.