



Advanced Doula Training Coordinator/Committee

Overview:

The Advanced Doula Training (ADT) Coordinator and committee manages and oversees all continuing education events within PALS Doulas. The skills necessary for these positions are; creativity, task oriented, ability to make deadlines, manage documents and agreements, and work within a tight budget. Must be a strong communicator, event planner and leader.

Time Commitment:

This position fluctuates immensely. On average, this position required about 2 hours per week when in the planning phases of an event. Leading up to a training, with preparation, communications and facilitating, can be 20 hours a week. Having a team work beside you will greatly reduce this time burden.

Responsibilities (These will be shared between the coordinator and the committee collaboratively :

- Submit monthly ADT report to Board of Directors
- Communicate with NAPS, Simkin Center and Open Arms Perinatal Services about relevant collaboration and events.
- Participate in discussions and reflections on organizational undoing racism work.
- Coordinate location, speaker, CEU's and agreements for ADT
- Coordination of 3 or more ADT's each year. Planned and advertised to community *at least* two months in advanced.
- Set-up and host each ADT or have reliable, committed backup in place
- Communicate between treasurer for payments, communications lead for advertising, calendar updates and marketing.
- Reach out to PALS members, listen and arrange ADT's that are of the highest needs/interest within our community.