

PROLIFE Across AMERICA

Part-time Administrative Assistant position

PROLIFE Across AMERICA is looking for a motivated self-starter to coordinate our office operations and support the Executive Director and Associate Director in day-to-day needs. Individuals with strong computer skills who have a passion for the pro-life movement are encouraged to apply. Join a small, passionate and caring staff working to help build a Culture of Life!

Time Commitment: approximately 24-28 hours per week.

Position Overview:

This position supports PROLIFE Across AMERICA in project management, office support, and event coordination.

Principal Duties and Responsibilities:

- Assist the Executive Director and Associate Director, including proofreading, letter writing, filing, scheduling, scanning, and mailing requests as needed.
- Provide all staff with office support, including ordering supplies or coverage for staff who are out.
- Answer phones and respond to general emails. Coordinate distribution of emails to the correct staff member.
- Oversee our Donor Relationship Management database, called DonorSnap. Duties include: pulling donor lists for vendors, maintaining a spreadsheet for tracking donations by state, issuing contribution statements at year end, and updating donor information when requested.
- Assist the Banquet Chair in coordinating and project managing our annual spring fundraising event. Maintain the attendee spreadsheet, coordinate details with venue, etc.
- Organize and manage all existing mailing projects by working with our print vendors to ensure all pieces are in stock and ready to go out on time. Duties include: pulling mailing lists for print vendors, sending files from designer, notifying staff of mailing drop date, etc.
- Support positive relationships with a variety of vendors, include print companies, phone company, office building manager, reps, etc.
- Maintain office directory of all contacts including Board of Directors, vendors, staff, etc.

Essential Skills and Abilities:

- Proficient in MS Office 365, especially Excel.
- Ability to learn new database systems, including our Donor Relationship Management system called DonorSnap.
- Effective and adaptable communication skills (verbal, written and digital)
- Ability to prioritize, multi-task, manage projects, and day-to-day work to meet deadlines
- Ability to work independently and also work productively in a team environment to achieve shared goals
- Strong interpersonal skills
- Resource problem solver
- Exceptional attention to detail
- Passion for the pro-life movement and our mission of saving babies' lives

Preferred Qualifications, Skills, & Abilities:

- Experience working in a professional business setting
- Creative and adaptable technical skills
- Database experience preferred

Compensation: \$23 to \$26 per hour (no benefits offered)

About PROLIFE Across AMERICA:

PROLIFE Across AMERICA is a non-profit, non-political, 501 (c)3 organization dedicated to changing hearts and saving babies' lives. We are committed to bringing positive, persuasive messages, offering information and alternatives – including adoption – and post-abortion assistance to those in need. We base our beliefs on Biblical principles and Roman Catholic teaching. PROLIFE Across AMERICA's mission since 1989 has been to reach out through billboard, radio, print, and online ads to people who may not be reached in any other way. Our ads create an "Atmosphere of Life" in a "culture of death."

We rely totally upon donations, and operate with a small administrative expense (less than 2 cents of every dollar received). We run like a *Mission* and it truly is a Mission outreach to those seeking pregnancy help by calling our 800# Hotline for Help. More information can be found at: www.prolifeacrossamerica.org.

Please send resume and cover letter addressed to:

Angie Johnson at angiej@prolifeacrossamerica.org