



Human Life Services
Part-time Employment Opportunity
Events & Outreach Coordinator

Part-time Events & Outreach Coordinator needed for approximately 18 hours/week for Fundraising department of Human Life Services (additional hours required before and after events, periodically involving weekends).

Candidates are committed Christians demonstrating an active personal relationship with Jesus Christ as Savior and Lord. An unwavering dedication to the pro-life position and to sexual purity is essential.

The Events & Outreach Coordinator is responsible for:

- ✓ planning, organizing, and managing details of all fundraising events
- ✓ researching, recommending, and implementing new fundraising events and sources of funding, assisting in recruiting, training, and managing volunteers
- ✓ attending all fundraising events (3-4 per year)
- ✓ obtaining financial underwriting and prize donations for events
- ✓ writing promotional content for various print and online content
- ✓ generating content for multiple social media platforms
- ✓ communicating with existing financial supporters

Needed for this role are strong communication skills and experience, accuracy, professionalism and the ability to maintain confidentiality. Also required are excellent interpersonal and organizational skills and very strong computer proficiency in Microsoft Office Word and Excel (Power Point and Publisher are a plus). Applicant must be able to lift and carry 15-20 pounds up stairs (approximately 10% of the time).

Three to five years of experience in an event planning/fundraising role for a ministry/non-profit environment are required. A bachelor's degree or equivalent in communications, marketing, public relations or a related field is preferred.

Clearances needed prior to employment: Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance and FBI Fingerprinting.

To be considered, send cover letter with your resume and desired rate of pay to employment@humanlifeservices.org or 742 S. George St., York, PA 17401 (mark "Confidential - Employment"). No phone calls or in-person inquiries, please.