



Human Life Services
Full-time Employment Opportunity
Administrative/Advancement Specialist

A full-time Administrative/Advancement Specialist is needed to work in the Administrative and Fundraising areas of the ministry. More hours will be required before and after fundraising events.

The desired candidate should be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord. A strong commitment and dedication to the pro-life position and to sexual purity is essential. This person will coordinate and oversee all administrative aspects of the organization as well as provide support to the Executive Director with the day to day operational aspects of the ministry. Taking an active role in planning and coordinating all details of fundraising activities will also be necessary. Accuracy, professionalism and an ability to maintain confidentiality are among the attributes that are needed.

Clearances needed: The Administrative/Advancement Specialist must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting prior to employment.

Qualifications:

The applicant will:

- ✓ be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
- ✓ hold an unwavering commitment to Biblical principles of sanctity of human life and sexual purity
- ✓ manage multiple priorities in a fast-paced, deadline-driven environment
- ✓ demonstrate initiative and the ability to work independently
- ✓ be a team player, pitching in with current activities as needed

and possess the following:

- ✓ effective administration and follow-through
- ✓ strong communication, writing, interpersonal, proofreading and organizational skills
- ✓ Web, technology and office equipment abilities
- ✓ critical thinking, problem-solving, and decision-making skills
- ✓ integrity, confidentiality, positivity

and be:

- ✓ competent in the Microsoft suite, QuickBooks, databases, and social media
- ✓ creative, flexible, detail-oriented
- ✓ able to lift and carry 15-20 pounds and go up/down stairs

Requirements:

1. Bachelor's/Associate's Degree or equivalent experience in Business, Communications, Public Relations, or another related field of study
2. At least 5 years of administrative and office experience
3. Fundraising/development experience, preferably in a non-profit or ministry setting

(Over)

The duties of this position include, but are not limited to:

1. writing and managing correspondence and publications,
2. Cultivating donors
3. Event coordination
4. Social media strategy and updates,
5. Performing all administrative duties, including bookkeeping.
6. Providing administrative assistance to the Executive Director.

Please send a cover letter with your resume and your desired rate of pay to Hiring Director at employment@humanlifeservices.org, or mail to 742 S. George St., York, PA 17401 (mark "Confidential" to the attention of Hiring Director). No phone calls or personal inquiries, please.