



**Human Life Services**  
**Full-time Employment Opportunity**  
**Administrative Coordinator**

A full-time Administrative Coordinator with a desire to serve with excellence 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 Coordinator must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting prior to employment.

**This position requires the following skills/abilities:**

1. Be proficient in the use of Microsoft Office applications, particularly, Word and Excel. Knowledge of Publisher, Power Point, and the Quickbooks accounting program is desirable, but not required.
2. Be experienced in bookkeeping or accounting.
3. Be adept in the use of other office technology, such as data base maintenance, telephone, calculator, and use of the internet.
4. Be adept in the use of social media platforms.
5. Be able to multi-task in a fast-paced, deadline-driven environment, and work independently.
6. Be detail-oriented and well organized, possessing strong interpersonal and communication skills.
7. Be able to assist with the writing of various communications.
8. Ability to lift and carry 15 to 20 pounds and go up/down stairs (30% of the time)

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

1. Providing administrative support to the Executive Director
2. Preparing and making the weekly bank deposits
3. Entering donor contributions into data base and processing donation receipt letters
4. Preparing, tracking, and entering invoices, and printing checks for payment into Quickbooks.
5. Maintaining and gathering records for the Accountant during the annual financial review process
6. Preparing year-end giving statements for mailing to contributors
7. Oversee and coordinate all details of the fundraising events. Presence at every fundraising activity is required (currently, 3 events per year).
8. Coordinating the preparation of the newsletter and coordinating the content for layout and printing.
9. Writing various communications, such as thank you letters, portions of the newsletter, etc.
10. Scheduling and overseeing volunteers for fundraising activities, administrative support, bulk mailings, or building maintenance needs
11. Ordering supplies online and shopping for other needed supplies
12. Coordinating all bulk mailing correspondence
13. Periodically serving as a backup receptionist when needed at the main desk

Please send a cover letter with your resume and your desired rate of pay to Hiring Director at [employment@humanlifeservices.org](mailto: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.