



**Human Life Services
Part-time Employment Opportunity
Administrative Assistant**

A part-time Administrative Assistant is needed for approximately 18 hours per week to work in the Administrative and Fundraising areas of Human Life Services (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. An unwavering dedication to the pro-life position and to sexual purity is essential.

This qualified person will play an integral role in assisting the Administrative/Advancement Specialist and the Executive Director in the day-to-day administrative and operational aspects of the ministry. This position will include, but not be limited to, data entry into the donor data base, routine administrative work, and preparing bank deposits and the related correspondence.

Taking an active role in researching, implementing, and supporting fundraising activities will also be key, as well as the ability to create written communications to promote awareness on multiple social media outlets and our website about the ministry and its fundraising events. This position also entails helping to coordinate, train, and oversee volunteers for various administrative and fundraising functions. Attendance at all fundraising events (3-4 per year) is required. Ability and willingness to obtain financial underwriting and material prize donations for fundraising events is needed in this role. Accuracy, professionalism and an ability to maintain confidentiality are also among the attributes that are needed.

Excellent interpersonal/communication, organizational, and strong computer skills (including proficiency in Microsoft Office Word and Excel applications) are needed, as well as 3-5 years of past experience in an administrative support role. Proficiency in Microsoft Power Point and Publisher are a plus. Ability to lift and carry 15-20 pounds (approximately 20% of the time) is necessary. Fundraising event experience in a non-profit/ ministry environment is highly desirable.

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

To be considered for this opportunity, please send a cover letter with your resume and desired rate of pay to employment@humanlifeservices.org, or mail to 742 S. George St., York, PA 17401 (mark "Confidential - Employment").

No phone calls or personal inquiries, please.

November, 2018