



**Part-time Employment Opportunity
Fundraising Administrative Assistant**

A part-time Fundraising Administrative Assistant is needed in the Administrative and Fundraising areas of Human Life Services.

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 Executive Assistant 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, entering and tracking donor data, routine administrative work, financial tracking, and the related correspondence. Fundraising event experience in a non-profit/ ministry environment is highly desirable.

Clearances needed: 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:

- Must be detail-oriented and well organized
- Actively researching, implementing, and supporting fundraising activities is key
- Attendance at all fundraising events (3-4 per year) is required
- Must possess excellent written communications and adept in social media with website oversight to promote the ministry and its fundraising events
- Coordinate, train, and oversee volunteers for various administrative and fundraising functions
- Must be confident and strong in social interactions and possess excellent verbal and written communications skills.
- Ability and willingness to obtain financial underwriting and material prize donations for fundraising events
- Accuracy, professionalism, and an ability to maintain confidentiality are also among the attributes that are needed.

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

- Provide support to the Executive Director and other administrative staff.
- 3-5 years of 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.

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 – Executive Director").

No phone calls or personal inquiries, please.

August 2022