



## POSITION ANNOUNCEMENT

**Align Life Ministries** is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to [www.alignlifeministries.org](http://www.alignlifeministries.org).

### CLIENT SERVICES ASSISTANT

**Align Life Ministries headquarters** in Lebanon is seeking a mature "people person" with an administrative gifting and strong ability to interact well with individuals considering abortion. The assistant offers administrative support to client services and answers incoming hotline calls.

The selected candidate will be able to work independently and within a team, have strong written and verbal communication skills, be detailed, organized, computer proficient (Windows and Microsoft Suite), and able to handle a diversity of complex and simple projects simultaneously. Full-time 40 hours per week. Wages commensurate with experience.

All applicants must be in agreement with Align's Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; and Marriage, Gender, and Sexuality.

**If interested, send a resumé and cover letter as soon as possible to:** Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth or [mwingenroth@AlignLifeMinistries.org](mailto:mwingenroth@AlignLifeMinistries.org).

Posted March 28, 2022



**Job Description**  
**Align Life Ministries**  
**CLIENT SERVICES ASSISTANT**

Revised March 2022

**Objectives of the Position:** The Client Services Assistant assists the Director of Client Services and location Directors with administrative duties and demonstrates the love of Jesus to clients the assistant engages with.

**Reports to:** Director of Client Services

**Works collaboratively with:** Director of Client Services, Pregnancy Services Directors, location Secretaries, Stewardship Assistant, and Vice President of Resources and Communications

**Qualifications:**

1. Is a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibits a strong commitment and dedication to sharing the Gospel with others, the pro-life position, and stewarding sexuality with integrity
3. Is able to participate and thrive in a culture where alignment with God, relational community, and discerning prayer is woven into all aspects of our ministry
4. Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women and their significant others and holds a strong commitment to the pro-life position and sexual purity
5. Has excellent interpersonal, communication (oral and written), organization, and problem solving skills
6. Is self-motivated, dependable, responsible, and able to carry out responsibilities with moderate supervision within a team environment
7. Has proficiency with Microsoft Office suite, office equipment, and mobile devices
8. Is able to lift and carry (over short distances) 30 pounds of equipment at a time
9. Possesses a valid driver's license and insurance, and a reliable personal vehicle

**Clearances:** The Client Services Assistant must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and the FBI fingerprint based criminal background clearance prior to employment.

## **Duties:**

1. Assist the Director of Client Services with administrative projects for client services.
  - a. Help with planning and executing meetings and events, including client services meetings, volunteer trainings, etc.
  - b. Assist with correspondence, mailings, brochure preparation, etc.
  - c. Prepare monthly prayer sheet and distribute.
  - d. Maintain up-to-date Policies and Procedures and Medical Manual.
  - e. Assist with client advertising and client social media, as requested.
  - f. Submit monthly reports and client statistics, as requested.
  - g. Prepare reports for national affiliate organizations.
  - h. Deliver supplies etc. to pregnancy services locations, as needed.
2. Assist location Directors in specific ways.
  - a. Help with various administrative duties and projects that are too large or complex to be completed at the client location.
  - b. Act as a back up to a location Secretary when needed.
3. Manage resources provided to clients throughout the ministry
  - a. List, stock, maintain, distribute, and track usage of client resources such as brochures, DVDs, Bible studies, and other handouts, etc.
  - b. Coordinate ordering of and delivery of large baby items for the *Earn While You Learn* program.
4. Provide empathetic, truth-filled, and professional direct interactions with clients who contact the ministry through digital means.
  - a. Engage potential clients via incoming calls and texts from the ministry hotline and incoming contacts via the client website. Explain ministry services, schedule appointments, and share information with appropriate staff.
  - b. Track contacts and provide information to the Director of Client Services and Vice President of Resources and Communications.
5. Other
  - a. Order and maintain adequate office, computer, and copier supplies for all ministry locations.
  - b. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender, and Sexuality; The Gospel of the Kingdom of God document and Core Values; and uphold the policies and procedures of the ministry.
  - c. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Manual.