



# SIDEWALK ADVOCATES FOR LIFE

## **JOB POSTING: Executive Assistant**

### **Overview**

*Sidewalk Advocates for Life (SAFL)* is a peaceful, prayerful, law-abiding (non-profit) organization whose mission is to “train, equip, and support local communities across the United States and the world in sidewalk advocacy: to be the hands and feet of Christ, offering loving, life-affirming alternatives to all present at the abortion center, thereby eliminating demand and ending abortion.”

SAFL currently has 160 locations across the globe, and serves local communities through a comprehensive, 3-point, sidewalk advocacy training, tools, and support program. In less than 5 years on the sidewalk, the ministry has witnessed almost 6,000 babies saved, 61 workers leave the business, and 14 facility closures among a multitude of other blessings through God’s grace.

SAFL is looking for a mission-oriented, highly-motivated, detail-oriented individual who would assist the Executive Director (ED) with schedule, correspondence, and projects.

The position is part-time, hourly, at 10-15 hours / week; location is flexible.

### **Job Responsibilities**

- Provide regular administrative support for the Executive Director (ED), including tracking tasks and pending projects, answering calls, handling incoming and outgoing mail and email, ordering supplies
- Manage all aspects of the ED’s schedule and making any necessary travel arrangements
- Assist the ED in managing and organizing team projects
- Assist the ED with research upon request
- Plan, organize, and manage events and specials projects at the ED’s request
- Assist ED with managing donor outreach, including scheduling meetings and preparing correspondence
- Be able to travel, on average, once or twice per quarter to events or meetings, if needed

### **Key Qualifications**

- College degree or equivalent job experience
- Outstanding communication and customer service skills
- Extremely attentive to detail and a servant-leadership attitude
- Ability to work in a fast-paced, highly-productive environment with tight deadlines
- Extensive experience in Word, Excel, Google Calendar, Adobe, a plus
- A passion to help mothers and families facing a crisis / unexpected pregnancy
- Experience serving others outside of abortion facilities (through prayer and / or peaceful outreach) or in the pro-life movement, in general
- Ascribes to the Christian faith and willing to work with other Christians, cross-denominationally
- Believes in the key values of peaceful, prayerful, loving, and law-abiding in pro-life ministry

### **Compensation**

Hourly rate will be discussed during the interview process.

### **Training**

Training will be provided by the Executive Director and other members of the National Team, as needed.

### **Contact Information**

**Please send a cover letter, resume, and list of three references to Lauren at [lauren@sidewalkadvocates.org](mailto:lauren@sidewalkadvocates.org) by Friday, March 22, 2019 at 11:59 pm CST. Applications will not be accepted after this date.**

If selected to interview, we will contact you for 1-2 phone interviews; after that, you may be contacted for an in-person interview before a final selection is made.

Thank you!