



JOB POSTING: Program Administrator

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 oversee administration, Human Resources (HR), development and event support, and research for the organization.

The position is part-time, hourly at 15-20 hours / week; location is flexible.

Job Responsibilities

- **Oversee administration**
 - Maintain financial records and submit to accountant monthly
 - Communicate with bookkeeper / accountant on various items and oversee annual CPA review process
 - Manage online donation system and enter checks regularly into donation system
 - Maintain up-to-date database of donor information
 - Send all donors end-of-year donation statements every January
 - Pay all bills owed by the organization on time
 - Other administrative tasks as needed
- **Oversee Human Resources (HR)**
 - Confidentially maintain employment records
 - Explain HR policies, procedures, laws, and standards to new and existing employees
 - Periodically review employee handbook and update as needed
 - Ensure new hire paperwork is completed and processed
 - Run payroll on bi-weekly schedule
- Assist with development tasks, as needed
- Assist with event-related tasks, as needed

Key Qualifications

- College degree or equivalent job experience
- Strong sense of ethics
- Exceptional communication skills

- Extremely detail and service-oriented
- Experience in office work / management and HR, a plus
- Desire to help mothers and families in 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, and law-abiding in pro-life ministry

Compensation

Hourly rate will be discussed during the interview process.

Training

Training will be provided by the SAFL National Team.

Contact Information

Please send a cover letter, resume and list of three references to SAFL National Team member, Christina Faucett, at christina@sidewalkadvocates.org by Wednesday, March 27, 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!