



On Location. Saving Lives.
Ending Abortion.

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 abortion and abortion-referral facilities, thereby eliminating demand and ending abortion.”

SAFL currently has 267 locations across the globe and serves local communities through a comprehensive, 3-point, sidewalk advocacy training, tools, and support program. In its ten year history on the sidewalk, the ministry has witnessed over 21,500 babies saved, 87 workers leave the business, and 55 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 President & CEO with scheduling meetings, travel, and speaking engagements as well as correspondence and projects.

This is a part-time position at 20 hours a week, with the potential to increase to 35 hours a week in the future. Work will mostly be remote, but applicants must have the ability to travel to the CEO’s office once or twice per year for special assignments or assist on trips across the country.

Applicants must own a reliable computer, printer, and have reliable high-speed internet access and cell service. SAFL does provide a modest technology stipend to purchase necessary equipment. This stipend will be discussed with you if you are selected for an interview.

All applicants must be willing to sign and abide by our Statement of Faith, on the next page.

Job Responsibilities

- Provide regular administrative support for the President & CEO, including tracking tasks and pending projects, answering calls, handling incoming and outgoing mail and email, ordering supplies

- Manage all aspects of the President & CEO's schedule and making any necessary travel arrangements
- Assist the President & CEO with research upon request
- Draft speaking proposals and other correspondence for the President & CEO, as needed
- Plan, organize, and manage events and special projects as requested
- Assist President & CEO with managing donor outreach, including scheduling meetings and preparing correspondence
- Be able to travel, on average, once or twice per year to conferences, events, or meetings, if needed
- Flexible schedule and ability and willingness to work outside of traditional office hours, as 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 and ever-changing priorities
- 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 a plus
- 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.
- Four weeks of paid time off each calendar year
- Eight weeks of paid parental leave
- Bereavement leave
- Healthcare reimbursement to cover premiums and other qualified expenses (full-time employees only)

We do not offer a retirement plan or life insurance at this time.

Training

Training will be provided by the SAFL National Team.

Contact Information

To apply, please submit three references, your resume, and cover letter as separate attachments in PDF form to President/CEO Lauren Muzyka at lauren@sidewalkadvocates.org with the subject line "Executive Assistant Application." **Applications will remain open until the position is filled.**

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

Thank you!

Statement of Faith

Sidewalk Advocates for Life is a cross-denominational, Christian organization that seeks to affirm and promote the intrinsic value of all human life from conception to natural death.

We believe in and adhere to the Bible as the inspired, inerrant, and authoritative Word of God. We further profess the following beliefs and values as necessary for living out the Gospel in our daily lives:

- We believe in the triune God who exists eternally in three persons: God the Father, God the Son, and God the Holy Spirit.
- We believe that God the Son, Jesus Christ, was conceived by the Holy Spirit, born of the Virgin Mary, was crucified, died, and was buried; on the third day he rose again; he ascended into heaven, and he will come to judge the living and the dead.
- We believe that God the Father, through His Son, Jesus Christ, calls all of us to deny ourselves, take up our cross, and follow Him, and by His grace, gifts us eternal life.
- We believe in the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting.
- We believe that there is one church and one body of Christ, and that all believers in Christ can and should come together in a spirit of unity to promote the cause of life.
- We believe that prayer provides the foundation for all we do, and our relationship with Christ is the source of our strength.
- We believe that God has called us to obey the two greatest commandments, to love God and to love our neighbor as ourselves. In that spirit, we believe that Christ has called us to servant leadership.
- We believe God endows all human life with inherent dignity, and it must be respected and protected from conception to natural death.
- We believe God creates each person with an immutable biological sex, male or female, that reflects the image and likeness of God.
- We believe God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive union intended to be lifelong, and God intends sexual intimacy only to occur within that relationship.
- We believe in the sanctity of the family — a father, mother, and any children — as the building block of society and the church.

I have read, understood, and profess for myself the Sidewalk Advocates for Life Statement of Faith, and I hold to beliefs that are not in conflict with it.

Print Name

Signature

Date