



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.

COLUMBIA SECRETARY, PART-TIME

Align Life Ministries is seeking a part-time secretary to greet clients, answer telephones, enter client data, and perform other administrative duties at our Columbia location. We desire a mature "people person" with strong telephone and verbal communication skills who is detailed, organized, computer proficient (Windows and Microsoft Office), and able to handle a diversity of projects simultaneously. Position is 16 hours per week: Tuesdays 10 am to 4 pm and Thursdays 10 am to 8 pm. Wages commensurate with experience.

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

If interested, send a resume and cover letter as soon as possible to:

Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth 717.274.5128 x 307 or mwingenroth@alignlifeministries.org.

Posted 11/7/22



Job Description Align Life Ministries **SECRETARY**

Rev November 2021

Objectives of the Position: The Secretary is responsible for assisting the location director, staff, volunteers, and clients to ensure consistent, dedicated delivery of services to clients.

Reports to: Pregnancy Services Director

Works collaboratively with: Director of Client Services, Client Services Directors, Nurse Manager, Sonographer, Client Services Assistant, other Secretaries, and Volunteers

Qualifications:

1. Be 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. Be able to participate in 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 hold a strong commitment to the pro-life position and sexual purity.
5. Excellent interpersonal, communication (oral and written), organization, and problem solving skills.
6. Be self-motivated, dependable, responsible, and able to carry out responsibilities with moderate supervision within a team environment.
7. Proficiency with Microsoft Office suite, office equipment, and mobile devices.
8. Able to lift and carry (over short distances) 30 pounds of equipment at a time.

Duties:

1. Daily responsibilities
 - a. Answer phone and transfer calls as appropriate.
 - b. Schedule client appointments and make reminder calls/texts.
 - c. Greet clients and visitors.
 - d. Maintain supplies and attractiveness of the waiting room, reception area, and client education rooms.
 - e. Disinfect waiting room toys on a weekly basis or more frequently if needed.

2. Volunteer interaction
 - a. Pull client records and prepare and distribute materials needed for staff/volunteer schedule.
 - b. Interact with and assist with volunteers.
 - c. Disseminate information to volunteers as requested by Pregnancy Services Director.
3. Client recordkeeping
 - a. Create and update client files.
 - b. Enter client data on client database after information has been reviewed by Director.
 - c. File client records.
 - d. Track additional client information as requested by Director.
4. Assist Director
 - a. Send out potential volunteer references and track responses.
 - b. Assist Director with projects as requested.
5. Other
 - a. Send thank-you notes to donors of baby/maternity items.
 - b. Maintain client/volunteer resource library.
 - c. Order/organize brochures.
 - d. Train new volunteers on phone system as needed.
 - e. Maintain record of client furniture needs.
 - f. Check donated furniture for usability, including recalls. Arrange for repair, cleaning or removal of an item.
 - g. Other projects as requested by staff.
 - h. 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.
 - i. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.