



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.

POST-ABORTION SERVICES DIRECTOR (Part-time)

Align Life Ministries is seeking a Director to oversee Post-Abortion Services throughout Lancaster and Lebanon Counties. The Director is responsible to lead individual and group Bible studies with clients, train and oversee volunteer advocates, and provide vision, strategy, and administration for Post-Abortion Services. Candidates must have a desire to reach out to post-abortive women and men with God's truth and compassion.

We desire a mature individual with strong skills in ministering to others, small group facilitation, and the ability to handle a variety of projects simultaneously. Networking skills to actively promote services to the community at large are necessary, as well as experience with volunteer recruitment and management. Post-abortion ministry experience or equivalent is required.

This position is located at our headquarters in Lebanon, PA and requires frequent travel to all of our client locations. This is a 10-15 hour per week position with flexible hours that includes some evenings and weekends to accommodate client schedules. The expectation is for the position hours to increase to 25-30 hours as the Director grows the program. Compensation is in line with a local non-profit organization of similar size.

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 email mwingenroth@AlignLifeMinistries.org.



Job Description
Align Life Ministries
POST-ABORTION SERVICES DIRECTOR

Revised October 2023

Objectives of the Position: The Post-Abortion Services Director is responsible for the overall direction, operation, growth, and strategy for Post-Abortion Services within the ministry and ensures excellent and mission-aligned services are provided to clients.

Reports to: Director of Client Services

Works collaboratively with: Director of Client Services, Pregnancy Services Directors, Client Services Assistant, Post-Abortion Services volunteers

Supervises: Post-Abortion Services volunteers

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment, proficiency, and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Be able to initiate, lead, participate, and thrive in a culture where alignment with the God of the Bible, relational community, and discerning prayer is woven into all aspects of the ministry.
4. Ability to model, teach, and develop the ministry's culture within the area of Post-Abortion Services.
5. Have a sincere desire and ability to interact with compassion and share God's truth with individuals who have experienced abortion.
6. Excellent interpersonal and administrative skills; high level of personal integrity; innovative problem-solving skills.
7. Be self-motivated and able to execute duties with little supervision, while exhibiting attributes of being a team player able to foster unity.
8. Experience in supervising others.
9. Experience in public relations and public speaking; able to represent the ministry at public events, some of which will be on weekends.
10. Be able to work a schedule that includes regular evening hours, and possibly weekend hours, as necessary, in order to ensure service availability to post-abortion clients.
11. Proficiency with Microsoft Office suite, office equipment, mobile devices, and relevant technology.
12. Able to lift and carry (over short distances) 30 pounds of equipment at a time.
13. Possess a valid driver's license and insurance, and a reliable personal vehicle.
14. Experience in pregnancy resource center ministry, pastoral counseling, and/or social work preferred.

Clearances: The Post-Abortion Services Director 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. Vision
 - a. Participate in the development of vision and strategy for the ongoing execution, expansion, and multiplication of Post-Abortion Services.
2. Development of Post-Abortion Services
 - a. Stay abreast of current trends in post-abortion ministry.
 - b. Promote groups to local churches etc. in the community and at ministry locations.
 - c. Write blogs and articles for post-abortion awareness and reaching post-abortive individuals.
 - d. Update and enhance current post-abortion curriculum, as needed.
 - e. Attend conferences, workshops, and seminars to enhance program and personal effectiveness.
3. Facilitation and oversight of post-abortion groups
 - a. Facilitate groups and/or schedule available volunteers with potential groups.
 - b. Provide materials.
 - c. Oversee recordkeeping.
4. Evaluation and enhancement of Post-Abortion Services
 - a. Evaluate groups' effectiveness with participants through their ongoing feedback about sessions.
 - b. Evaluate effectiveness of curriculum, manuals, and training materials.
 - c. Evaluate effectiveness of group resources (examples: brochures, DVDs, bookmarks, giveaways).
 - d. Communicate Post-Abortion Services statistics to Director of Client Services.
5. Staff supervision
 - a. Recruit and train all Post-Abortion Services volunteers.
 - b. Provide ongoing spiritual and managerial support, direction, supervision, and evaluation of volunteers.
6. Administration
 - a. Work with Director of Client Services and appropriate staff on publicity plans, as requested.
 - b. Participate in volunteer trainings, as requested.
 - c. Provide budget proposals for Post-Abortion Services and oversee expenditures.
 - d. Develop and maintain intercessory prayer team for Post-Abortion Services
 - e. Provide client stories, ministry highlights, and other information for ministry publications and promotions.
 - f. Develop and maintain mailing list of those who desire prayer/praise letters
 - g. Participate in developing ministry relationships with local churches and community groups.

7. Other

- a. 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.
- b. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.