



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.

LEBANON SECRETARY (Part-time)

Align Life Ministries is seeking a part-time Secretary to greet clients, answer telephones, and perform other administrative duties at our Lebanon 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 10-20 hours per week two evenings per week (Tuesday & Thursday 4:00-9:00 pm) and some days as requested to fill-in. 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 resumé 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 3/4/2025



Job Description
Align Life Ministries
SECRETARY

(Part-time)

Rev February 2025

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, Pregnancy 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. 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 participate in 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. 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.

Clearances: The Secretary must provide successful completion of a Pennsylvania Criminal Background Check, an FBI fingerprint based criminal background check, and a Pennsylvania Child Abuse History Clearance prior to employment.

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 attractiveness of the waiting room, reception area, and client education rooms.

2. Volunteer interaction
 - a. Interact and assist with volunteers.
 - b. Disseminate information to volunteers as requested by the Pregnancy Services Director.
3. Assist Pregnancy Services Director with projects, as assigned.
4. Other
 - a. Train new volunteers on the phone system, as needed.
 - b. Cover shift when full-time secretary is on vacation, as needed/able.
 - c. Other projects as requested by staff.
 - d. 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.
 - e. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per the Employee Handbook.