



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.

ASSOCIATE DIRECTOR OF PREGNANCY SERVICES (Full-time)

Align Life Ministries is seeking an Associate Director of Pregnancy Services to support the Client Services Department. This position requires a mature individual with strong interpersonal skills and a desire to compassionately share the gospel of Jesus and reach out to women considering abortion. A self-starter with experience in direct client care, volunteer recruitment, and management is essential. Spanish-speaking skills are preferred but not required. The position offers forty hours per week, Monday through Friday, including occasional evenings and weekends as requested.

Compensation is in line with local non-profit organizations of similar size.

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, Attn: Mary Anna Wingenroth 717.274.5128 x 304 or mwingenroth@alignlifeministries.org

Posted 10/6/2025



Job Description
Align Life Ministries
ASSOCIATE DIRECTOR OF PREGNANCY SERVICES
Full-Time
Revised 10/2025

Objectives of the Position: The Associate Director of Pregnancy Services supports the Client Services Department by meeting operational, training, and networking needs.

Reports to: Director of Client Services

Works collaboratively with: Director of Client Services, other Pregnancy Services Directors, Nurse Manager, Client Services Assistant, and location Secretaries.

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.
5. Excellent interpersonal skills and collaborative leadership skills; high level of personal integrity; innovative problem-solving skills.
6. Be self-motivated, detail-oriented, and able to execute duties with little supervision.
7. Experience in public relations and public speaking; able to represent the ministry at public events, some of which will be on weekends.
8. Have a sincere desire and ability to interact effectively with abortion-vulnerable and abortion-minded women and their significant others.
9. Be able to work a schedule that includes evening hours, and possibly weekend hours, as requested.
10. Able to implement strategy to fulfill communicated organizational goals.
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, social work, and/or medical services preferred.

Clearances: The Associate Director of Pregnancy Services 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. Participate in administration of general client services with Director of Client Services and other client services staff.
 - a. Participate in client services meetings.
 - b. Participate in revising/updating *Directory of Community Services* as requested.
 - c. Oversee in development of standardized office forms.
 - d. Oversee client services procedures/processes to ensure best practices, consistency, and ensuring clients are served with excellence.
 - e. Oversee various technology platforms used by client services to ensure proper training, usage, and best practices.
 - f. Review and propose new/updated client materials to Director of Client Services.
2. Coordinate volunteer training
 - a. Work with Director of Client Services to provide regular group and on-site trainings for new and current volunteers as needed.
 - b. Manage the organization of the group volunteer trainings.
 - c. Manage the organization of continuing education for volunteers.
 - d. Assist with creating and maintaining clear and concise processes for onboarding and training volunteers.
 - e. Assist Pregnancy Services Directors with onboarding new volunteers as needed.
 - f. Provide role playing for staff and volunteers including various scenarios on how to share the gospel with clients at all Pregnancy Services locations as requested.
3. Provide coverage for the Pregnancy Services Director of a location as schedule requires:
 - a. Provide leadership at a location while covering for the Pregnancy Services Director of that location.
 - i. Maintain strong spiritual and relational culture among staff and volunteers.
 - ii. Maintain effective services for clients, in keeping with the ministry's mission.
 - b. Manage administration of all general service location operations while providing coverage at a location.
 - i. Oversee client record keeping and review client charts while providing coverage as needed.
 - ii. Provide client stories, ministry highlights, and other information for ministry publications and promotions, as requested.

- c. Manage administration of ultrasound services (if applicable)
 - i. Oversee all ultrasounds offered to clients at the location while covering at a location.
- d. Provide competent Bible-based spiritual client advocacy and education.
 - i. Meet with clients, providing mission-aligned interaction, when volunteers are unavailable.
 - ii. Ensure clients receive comprehensive community referrals to address needs that are beyond the scope of services offered by the ministry.
- e. Be available to address staff concerns as needed while covering at a location.

4. Fulfill staff duties

- a. Communicate with Director of Client Services regarding status of location coverage when provided.
- b. Coordinate the purchasing of volunteer Christmas gifts and volunteer appreciation gifts.
- c. Supply weekly updates to Director of Client Services.

5. Other

- a. Attend conferences and seminars to increase personal effectiveness.
- b. 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.
- c. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.