



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.

STEWARDSHIP ASSISTANT – HEADQUARTERS (Full-Time)

Align Life Ministries is seeking a full-time administrative assistant to aid the Stewardship Team in the ministry's development-related activities. This position also serves as a welcoming presence at the front desk of Align's headquarters and aids headquarters staff in general with select administrative duties related to the overall vision and function of the ministry. We are looking for a mature "people person" with strong telephone, written, and verbal communication skills; someone who is detail-oriented, organized, computer proficient (including Windows and Microsoft Office) and able to handle multiple projects simultaneously. Role includes light physical labor from time to time (such as putting event supplies away, helping supporters load boxes of fundraising baby bottles in their vehicle, etc.) Position is 40 hours per week, Monday through Friday. Compensation is in line with local non-profit organizations of similar size and will be 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 304 or MWingenroth@AlignLifeMinistries.org



Job Description

STEWARDSHIP ASSISTANT

Revised August 2026

Objectives of the Position: The Stewardship Assistant aids the Stewardship Team and headquarters staff in general with administrative duties related to the overall vision and function of the ministry.

Reports to: VP of Church & Supporter Relations

Works collaboratively with: Executive VP, VP of Church & Supporter Relations, Supporter Relations Associate, Church Relations Associate, Events Coordinator, Client Services Assistant, and Executive Assistant

Supervises: Administrative 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 and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Be able to 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. Excellent interpersonal, communication (oral and written), organizational, and problem-solving skills.
5. Be self-motivated, dependable, responsible, and able to carry out responsibilities with moderate supervision within a team environment.
6. Proficiency with Microsoft Office suite, office equipment, and mobile devices.
7. Possess a valid driver's license and insurance, and a reliable personal vehicle.
8. Public speaking willingness and ability are a plus, although not required.

Clearances: The Stewardship Assistant must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Front Desk Coverage
 - a. Provide friendly coverage during ministry open hours for administrative office front desk, which includes greeting guests, handling incoming phone calls and ministry emails, getting and distributing the mail and packages, and managing office supplies.

2. Stewardship Team Support

- a. Assist with various routine duties regarding supporters and churches:
 - 1) Printing and mailings.
 - 2) Data entry/maintenance in supporter database.
 - 3) Interaction with ministry supporters and general public in person, phone, and email.
 - 4) Issue reminders to staff/volunteers for upcoming speaking/table display assignments.
 - 5) Help load/unload table displays, baby bottles, baby supply donations, etc.
 - 6) Run miscellaneous errands, as needed.
 - 7) Other administrative projects, as requested.
- b. Assist with fundraising events, including Baby Bottle Boomerang, Move for Life, and Fundraising Dinner:
 - 1) Stage supplies & put them away.
 - 2) Help load and unload supplies in vehicles for transport.
 - 3) Help at events as needed.
 - 4) Pre and post-event data entry.
 - 5) Other event related tasks.
- c. Assist with Sanctity of Human Life Sunday tasks including preparing speakers' materials and confirming church presentations with churches and speakers.
- d. Help the Stewardship Team plan and execute mini events such as Pastors' Breakfasts, Supporter Open Houses, etc., as requested.
- e. If comfortable, occasionally fulfill public speaking and/or table display requests.

3. Staff

- a. Coordinate arrangements for staff meetings, retreats, and other gatherings.
- b. Update and distribute Calendar of Events, Staff Gatherings, and Holiday schedules.
- c. Assist VP of Church & Supporter Relations with headquarters' Body of Christ Time scheduling, set-up, and printing needs.
- d. Schedule and help plan/carry out internal celebrations such as birthdays and bridal or baby showers.
- e. Other staff-related duties as requested.

4. Volunteers

- a. Coordinate and oversee administrative volunteers.
- b. Email administrative volunteer applications and references.

5. Other

- a. Serve as point person for ministry printing projects (direct mail letters, stationery, brochures, other mailings, etc.), set production schedules, help proofread, etc.
- b. Work collaboratively with the Client Services Assistant in ordering and maintaining adequate office and copier supplies.

6. 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.
7. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.