

# Administrative and Mission Support

Job Description: Greater Columbus Right to Life is looking for a part time administrative and mission support staff member. Duties may include:

- Support fiscal and business operation services as assigned including business files, receipt tracking and deposits, accounts payable and accounts receivable, contracts, and other miscellaneous.
- Maintain current Board and committee records as assigned, lists and contact information, and distribute as appropriate.
- Attend Board and committee meetings as assigned to record, prepare, and distribute minutes.
- Assist in planning, writing, and executing newsletters, news releases, emails, and brochures.
- Assist with event planning, development, and provide support as needed.
- Send notices and reminders, and confirm attendees for events; order supplies and materials as requested, prepare meeting rooms in advance, and prepare an adequate amount of meeting materials.
- Schedule appointments as assigned.
- Assist with volunteer and donor management and relationship building
- Other duties as assigned.

Qualifications:

- Unwavering commitment and enthusiasm for the prolife position as outlined in the Greater Columbus Right to Life mission statement
- Strong written and oral communication skills
- Proficient in Microsoft Office (PowerPoint, Excel, Word)
- Detail-oriented, ability to multitask and ability to prioritize
- Previous experience in an office situation (preferred)
- Understanding of basic bookkeeping, Quickbooks preferred (strongly preferred)

Other Requirements:

- Candidate will be asked to adhere to all requirements of the Greater Columbus Right to Life employee manual, including our statement of Peace, Belief, and Mission
- Employment contingent on background check and may include meeting GCRTL volunteer and staff requirements for those wishing to work with children, teens, and students

Note: This position does not provide health, retirement, or other benefits. As a small nonprofit organization, GCRTL is exempt from participating in the unemployment compensation program. Flexible schedule is available with agreement from supervisor. We are an equal opportunity employer.

To Apply: Applicants are asked to submit an application and/or resume with a cover letter outlining interest, availability, and salary requirements to [Beth Vanderkooi](#), executive director.