

# Office and Program Manager

**Job Description:** Greater Columbus Right to Life is looking for a full-time team member (30-40 hours per week). An ideal candidate will take leadership on administrative tasks, assist with our life ambassador and sidewalk ministry programs, and grow in program development and execution.

Duties may include:

- Support fiscal and business operation services as assigned including business files, receipt tracking and deposits, accounts payable and accounts receivable, contracts, etc.
- Maintain current Board and committee records, volunteer records, and donor databases
- Assist in planning, writing, and executing newsletters, news releases, emails, and brochures
- Assist with event planning, program development and presentation, and support as needed
- Actively engage in faith community outreach and GCRTL sidewalk ministry
- 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 meet all requirements of the Greater Columbus Right to Life employee manual, including our statement of Peace, Belief, and Mission
- Employment contingent on passing both a drug and background check consistent with GCRTL volunteer and staff requirements for those wishing to work with children, teens and other vulnerable populations and successful completion of required child protection programs required by partner organizations (ex: VIRTUS)

Note: The expected pay for this position is \$17-\$19 an hour. Exceptionally qualified candidates are encouraged to discuss salary needs. This position does not provide health, retirement, or other benefits. While some evening and weekend hours are needed, we offer a flexible schedule, including remote work 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 at [beth@gcrtl.org](mailto:beth@gcrtl.org). We will accept applications as long as this notice is posted. A copy of the application and this posting are available at [www.gcrtl.org/about](http://www.gcrtl.org/about).