



### **Position**

Political Outreach Associate

### **Overview of Position**

At Priests for Life, we believe that because the defense of life is the most important work on earth, it should be carried out with the highest professionalism and dedication. We are therefore always looking for men and women who want to combine their professional skills with the deep satisfaction of saving lives and advancing the Culture of Life.

Priests for Life is looking for an individual to work in our Political Outreach Department. In this position, you will handle phone and email inquiries, assist with conferences and meetings, communicate with staff, volunteers and leaders, conduct research and work closely with the National and Executive Director's. Candidates should have excellent communication skills, knowledge of politics, the pro-life movement and a willingness to learn.

This is a permanent, full-time, on-site position at our headquarters in Titusville, FL. No relocation assistance is offered.

### **Responsibilities**

This position requires you to interact with people daily, both locally and across the country, on various projects that the company is working on, as well as keeping up to date with developments in politics and their relation to the pro-life movement. We need someone who will be a highly motivated, dedicated team player and bring a positive and energetic outlook to work each day.

### **Duties**

- Read emails to which we subscribe to keep up on election commentary from key campaigns, all national political parties, and other governmental groups and media resources.
- Receive and respond to those who sign up for political training and involvement, and guide them to begin participating in Priests for Life election projects
- Prepare email blasts for election volunteers and send for distribution
- Conduct Zoom meetings of our election volunteers
- Involve other departments with our election volunteers as appropriate

- In conjunction with other departments, brainstorm ideas for election-related op-eds, ads, and other messages to the public
- Basic research on election-related material as needed
- Be a liaison between our political outreach and other pro-life and conservative leaders
- Making calls, sending messages and helping to lead our Zoom calls with leaders as requested
- Help Priests for Life research what other groups are doing for the election and explore how we can collaborate
- Assist other departments and branches of the ministry in tailoring their activities to assist election efforts
- Communicate with pastors and churches, as directed

### **Requirements**

Associates Degree or higher in Political Science, Business Administration, Public Policy, Public Health or Communications preferred

Related work experience may be substituted for some or all of the educational requirements

Knowledge of the pro-life movement

Excellent organizational, written and oral communication skills

Proficient in Zoom and Microsoft Office applications: Word, Excel, Outlook and Access

Highly reliable with the ability to maintain regular attendance and punctuality

Ability to juggle multiple tasks and meet critical deadlines in a fast-paced environment

Strong interpersonal skills and the aptitude to build relationships with your co-workers and volunteers

### **Compensation and Benefits**

Priests for Life offers a competitive salary and benefits which include Medical, Dental and Vision Insurance, 401(k) Program, Paid Time Off and Company Paid Holidays.

### **Disclaimer**

The purpose of the above job description is to provide potential candidates with a general overview of the role. It's not an all-inclusive list of the duties, responsibilities, skills, and qualifications required for the job. You may be asked to perform other duties by Management.

### **Application Process**

To be considered for this position with Priests for Life, please send the following to [jobs@priestsforlife.org](mailto:jobs@priestsforlife.org):

- Cover letter with contact information
- Resume
- Three references with contact information