



Position

Resource Department 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 Resource Department. In this position, you will be the point of contact for our donors who want to receive pro-life products that we have available. This will range from phone orders, email orders as well as paper order forms. You will be responsible for ensuring the accuracy of entering the orders in our database as well as fulfilling them.

The Resource Department Associate will also assist the Resource Department Liaison with daily tasks including interaction with volunteers, inventory and posting packages. Candidates should have excellent customer service skills, a pleasant phone manner and exceptional communication skills. 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 perform a variety of customer service skills in our growing Resource Department. This is a fast paced environment and we need someone who will be a highly motivated, a dedicated team player and bring a positive and energetic outlook to work each day.

Duties

- Update postage meter log daily
- Retrieve and answer voicemails daily
- Enter orders into the database
- Fulfill orders and get ready for shipping
- Monitor Resource Department email and handle any orders that come into the mailbox

- Work with other departments to ensure orders are tended to in a prompt manner
- Conduct weekly inventories of products and resources and send report
- Take orders and mail to Post Office and/or FedEx and UPS
- Assist with volunteer tasks and projects

Requirements

Associates Degree or higher in Business Administration, Management or Communications preferred

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

Excellent organizational, written and oral communication skills

Proficient in 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:

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