



T E X A S
Alliance for Life

**Director of Administration
Job Description
April 2024**

Texas Alliance for Life (TAL) is a statewide nonpartisan, nonsectarian, nonprofit pro-life organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicants must passionately share these views.

The Director of Administration plays a pivotal role in managing TAL's administrative, bookkeeping, and database functions. This is a full-time position, including some evenings and weekends. Flextime may be an option. Compensation includes health insurance benefits.

Key Responsibilities:

- ◆ Manage bookkeeping tasks.
- ◆ Oversee office operations and management.
- ◆ Maintain and optimize the organization's database.
- ◆ Recruit, train, and supervise volunteers.
- ◆ Coordinate and manage events.
- ◆ Presentations to individuals and small groups.

Qualifications/Experience:

- ◆ Strong pro-life commitment.
- ◆ Bachelor's degree or equivalent.
- ◆ Uphold the highest ethical standards.
- ◆ Proven experience in office management.
- ◆ Exceptional attention to detail.
- ◆ Proficiency in QuickBooks, Word, and Excel.
- ◆ Familiarity with database software.
- ◆ Excellent written and verbal communication and proofreading skills.
- ◆ Experience working with the public and volunteers.
- ◆ Capable of and comfortable with public speaking to small groups.
- ◆ Ability to manage projects and meet deadlines.
- ◆ Self-motivated and effective team player.
- ◆ Understanding of the political and Texas legislative processes is beneficial.
- ◆ Proficiency in Spanish is advantageous.

How to Apply: Please email a cover letter and resume to info@texasallianceforlife.org. For inquiries, contact 512.477.1244. Join us in our mission to protect life!