

Work with us as a

ADMIN ALL-ROUNDER



You have a heart to defend life and design skills?

Join our pro-life organization as an Admin All-Rounder, where you will play a vital role in supporting our daily operations and helping us further our mission. In this position, you will assist with scheduling, communications, and various administrative tasks that contribute to the smooth functioning of our team.

ProLife Europe is changing the culture in Europe. How? By equipping students to raise awareness, inform, and assist women facing crisis pregnancies at their universities and in their communities. We help pro-lifers bring love, light, and hope to their communities—across Europe, all year round. For this, we are looking for a:

Admin all-rounder

8h/Week, Home-Office

KEY RESPONSIBILITIES:

- **Administrative Support:** Assist with general administrative tasks such as data entry, file management, and document preparation (google forms, zoom links, etc). Manage calendars, coordinate meetings, and organize events to ensure efficient use of time and resources.
- **Collaboration:** Work closely with other team members to ensure seamless coordination and execution of projects and initiatives.
- **Communication:** Serve as a point of contact for internal and external communications, responding to inquiries and facilitating information flow.

REQUIREMENTS

- Passion for pro-life advocacy and full mission alignment
- Proficiency in office software (e.g., Microsoft Office, Google Workspace)
- Excellent communication and organization skills and strong attention to detail
- Excellent verbal and written communication abilities
- Proficiency in German and English, both spoken and written
- Ability to work independently and manage multiple tasks effectively

WE OFFER

- Monthly salary to be determined through discussion
- Fulfilling work
- Personal growth and development of leadership skills

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LIFE IS LIFE



From **conception** until **natural death**. No exceptions.

PROLIFE EUROPE

Our mission? To create a culture of life. Amazing... And how? By bringing about a profound change in awareness wherever opinions are formed. To do this, we equip students, regardless of their religion or political beliefs, with the tools to systematically defend life in their cities and across Europe. ProLife Europe supports 22 groups of students and young professionals in 5 different European countries.

TO MAKE THE IMPOSSIBLE POSSIBLE.

WHAT **YOUR WORK** MAKES POSSIBLE:

PRO-LIFE GROUPS

Establishment, activation, support, and supervision of new pro-life groups.

EMPOWER STUDENTS

Trainings, facts education, materials, etc. - those who want to defend life must also be trained and equipped for it.

CULTURAL CHANGE IN EUROPE

„I Can't do anything about it.“ Said 2 million people. Heart to heart, step by step, with every conversation, information table, outreach, and encounter, we will change Europe. Our message? **'Every life is irreplaceable.'**

