



# **ABORTION DIALOGUE ACADEMY**

## **Job Posting**

**Position:** Expansion Coordinator

**Job Type:** Full Time, Salary + Commission

**Location:** Remote, must be willing to travel

### **About the Abortion Dialogue Academy**

The Abortion Dialogue Academy (ADA) is a 501c(3) pro-life nonprofit whose mission is to end abortion by changing our culture.

### **Position Summary**

Seeking an energetic, charismatic and self-motivated pro-life advocate who is passionate about the pro-life cause and has an aptitude for public speaking and networking.

ADA's programs are currently in three cities, with 181 cities as potential expansion locations. The Expansion Coordinator will be responsible for researching potential expansion locations, reaching out to pro-life advocates in those regions, and traveling to give presentations in target regions.

### **Responsibilities**

Public Speaking: Present to churches, youth groups and schools

Research: Compile research on potential expansion locations

Event Planning: Schedule, plan and advertise ADA presentations in potential expansion locations

Travel: Travel to expansion locations for local presentations

Networking: Email, call, and schedule zoom meetings with pro-life advocates in potential expansion locations

Marketing: Design email updates for contacts in potential expansion locations

Fundraising: Organize and plan first fundraisers for new locations

Donor Appreciation: Thank non-region donors for donations

Record Keeping: Maintain accurate records of ADA contacts in target regions

### **Qualifications:**

- Passionate about the organization's vision and mission
- Public speaking skills
- Personable, charismatic demeanor – must be a “people person”
- Able to accomplish goals and objectives, hardworking
- Must be a self-motivated with the ability to work independently with minimal supervision
- Organization and event planning skills with the ability to handle multiple projects simultaneously
- Must be willing and able to travel. Frequent weekend air travel to target cities will be a part of the job.
- Must be willing to attend all expenses paid staff training in Omaha, Nebraska. New hires will be trained for 6 weeks in Nebraska.
- Must be fun, energetic and able to relate well to young adults and teens

### **Other Requirements:**

Driver's License: Required

Work Experience: None required

Public Speaking Experience: Strongly preferred

Education: Bachelors (preferred, not required)

Must be able to pass Safe environment Training / Background check

**Job Benefits:**

Office from home

Flexible hours

Unlimited PTO

Performance based bonuses

**How to Apply:**

[Apply Here](#)

When filling out the above form, you will be asked to upload a cover letter and resume.