



Elevate Life is a life-affirming non-profit organization that provides our affiliated network of pregnancy resource centers and clinics the support and services they need to thrive and help build up a culture of life in their communities.

Position: AFFILIATE SUPPORT MANAGER

The Affiliate support Manager (ASM) provides support to our networks of affiliates with a specialization in rural affiliate demographics, medical and support needs. This is a person committed to Elevate Life's mission, adheres to Elevate Life's policies and procedures, and maintains high standards of professionalism and integrity.

- .7 FTE Non-Exempt or 28 hours per week
- Sick time and paid holidays as per the Elevate Life employee manual.
- Salary and benefits as per hiring agreement

Direct Supervisor: Elevate Life's President

Responsibilities:

- Provides support to our affiliated network of centers and clinics in the form of cutting edge, best practice resources to equip them to be leaders in the PRC/PMC movement.
- Update Affiliate Website with resources for affiliates.
- Manage registrations for affiliate trainings (Eventbrite).
- Manage the online training platform for the ELITE training (Canvas)
- Facilitate the Western Executive Director Meeting (in Alexandria) and the Online Outstate Executive Director Meeting (Webinar) every other month.
- Provide initial screening and applications to potential new affiliates, recommend new affiliates to the President.
- Provide New ED training for affiliates.
- Along with the President facilitate Affiliate Board Consultations or training as needed.
- In coordination with the President, creates and/or updates all existing affiliate manuals and support pieces (forms, HR pieces, resources, approved brochures, Directors Manual, Board Manual, etc.)
- Is responsible for keeping current profile information on each affiliate (Salesforce, email contacts)
- Is responsible for coordinating two annual affiliate trainings (Elevate Higher, ELITE (Elevate Life Introductory Training in Excellence)), Workshop Wednesday webinars, Thursdays with Ginny, and Leadership Meetings on topics relevant to equipping our network.
- **Coordinate 2-3 Medical Services Updates webinars with an affiliate nurse manager.**
- Works in conjunction with the President to provide annual site visits to affiliates.
- **In coordination with the President, oversee and manage medical model standards policies and procedures and related training.**
- Provide support for all fundraising activities.
- Other duties as assigned by the president.

***Note: We have an open position for an RN. If we fill this position the highlighted portion will go to them.**



Qualifications:

- Must agree with the philosophy, policies, and mission of Elevate Life.
- Excellent relationship management and communications skills.
- Excellent problem-solving skills.
- Attention to detail
- Analytical, able to easily analyze data and draw appropriate conclusions
- Prior work with pregnancy medical clinics preferred

Essential Qualifications:

Agreement with Elevate Life's Values and Approach:

We believe in:

- the inherent dignity, sanctity, and right to life of each person, from conception to natural death
- the right of women and men considering abortion to receive comprehensive, truthful information in a respectful and compassionate way
- the importance of fertility awareness and education, and the effectiveness and dignity of natural forms of family planning
- the importance of every affiliate to address consistently the needs of the whole person – physical, emotional, spiritual, social, and economic – when providing services
- our affiliates, their commitment to excellence, and their power to change and save lives for the good of their communities.

Professional: Ability to proactively create and effectively manage program and project plans. Attention to detail and excellent follow-through. Strong work ethic and organizational commitment. Basic computer skills and knowledge, including proficiency in word processing, mail merges, spreadsheet creation and management.

Personal: Effective interpersonal and relationship management skills. Positive attitude and strong communication skills and style. Ability to effectively coordinate, manage, and work productively with volunteers. Ability to occasionally lift up to 20 pounds.

Relational: Ability to work as a team member and to accept responsibility. Ability to act independently and to seek consultation when needed.

Training:

- Complete ELITE Training
- Orientation to Elevate Life and on-the job training.

Location: 2626 East 82nd Street, Suite 220, Bloomington, MN 55425 **Phone:** 651-291-9473

Employee Signature _____ Date _____

To Apply, please email a letter of application, resume, and three references to vaunae@elevatelifeusa.org