



Executive Support & Communications Specialist, March for Life Education and Defense Fund

The March for Life Education and Defense Fund is a 501(c)(3) non-profit organization that coordinates the world's largest annual pro-life event and civil protest. Through the annual March in Washington, D.C.; marches in state capitals across the country; and being the collective voice of pro-life marchers on Capitol Hill, in state capitals, and in the media, the organization is uniquely positioned to unite, educate, and mobilize pro-life Americans in the public square to build a culture of life.

Position Summary:

As the Executive Support & Comms Specialist, you will play a key role in supporting the March for Life President, while also contributing to our buzzing Communications team. You will have the unique opportunity to gain firsthand insight into executive decision-making and leadership, by working closely with the President and Chief of Staff. You will also gain skills and experience as a Comms professional by participating in numerous elements of our Communications efforts. This position reports primarily to the Digital and Creative Manager and will work closely with the Chief of Staff for the Executive Support elements of the role.

We are seeking a highly motivated and proactive pro-lifer for this position. This role is ideal for someone who thrives in a fast-paced environment, takes initiative, and consistently looks for ways to contribute beyond traditional administrative tasks. The successful candidate will be organized, detail-oriented, and eager to take ownership of projects, helping the team operate efficiently while also gaining exposure to high-level organizational strategy and decision-making.

This full-time hybrid role (three days in-office, two days remote) is based in Washington, D.C. Candidates must reside in or have independent plans to relocate to the Washington, D.C. area.

Executive Support:

- Provide executive support for March for Life President, including scheduling, communications, administrative support, and special projects.
- Assist in supporting the execution of events and other organizational initiatives.
- Assist with related duties as necessary.

State March Communications:

- Prioritize and promote communications that elevate awareness and engagement around our expanding State March program.
- Create and coordinate all State March-related content across social media platforms, emails, and the website to ensure consistent, timely, and accurate communication.

Other MFL Communications:

- Assist in drafting communications materials as assigned, including press releases, blog posts, and social media posts, and upload relevant items to March for Life website.
- Monitor social media and website metrics and trends.



- Track and foster engagement with MFL supporters across online platforms.
- Perform general administrative and research tasks for the communications team as needed.

Qualification Requirements:

- Passion for building a culture of life
- Completion of a Bachelor's Degree
- 1-2 years of relevant experience
- Familiarity with social platforms and how to grow engagement and visibility
- Strong project management and relationship-building skills
- Accurate, precise, and orderly data management skills
- Exceptional organizational skills, discretion, and confidentiality
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe; familiarity with Salesforce and Asana project management tools is preferred

Please send a cover letter, resume, and the names and contact information for (2) references to our Chief of Staff at haydensledge@marchforlife.org.