



PACIFIC JUSTICE INSTITUTE

ADMINISTRATIVE VOLUNTEER –Sacramento

Pacific Justice Institute is searching for an Administrative Volunteer. This candidate will have the opportunity to work with the administrative office staff to assist our legal team while promoting the missions, vision and values of *Pacific Justice Institute*. This position will provide experience as the volunteer learns the office functions as well as intake, marketing, the data base and funding and development. This volunteer may also assist with our annual fund-raising banquet at The Grand Californian at The Disneyland Resort.

The VOLUNTEER will communicate regularly with our offices in Santa Ana, Oakland, Riverside, and our Media Studio in Ranch Santa Margarita. Working closely with the executive assistant and the Sacramento office staff, this candidate will gain additional experience in marketing and promotions while expanding the mission and values of Pacific Justice Institute.

This position will operate primarily out of the Sacramento Pacific Justice Institute office. This candidate should be someone who agrees with our conservative political beliefs, and is able to sign our non-disclosure agreement and our statement of faith. (Please see below)

Some areas where the candidate will gain experience will include:

- Navigating the Donor Tools data base including data entry, changes, merges, parameters, pulling lists, etc.
- Tracking and mailing supplies ordered from our website.
- Tracking and mailing supplies for Brad Dacus when he speaks at events.
- Email and mail merges for various newsletters, mailings, etc.
- Updating Power Point presentations.
- Assisting with our Annual Fundraiser Banquet

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About Us: Pacific Justice Institute is a non-profit 501(c)(3) legal defense organization specializing in the defense of religious freedom, parental rights, and other civil liberties. Pacific Justice Institute works diligently, without charge, to provide its clients with all the legal support they need. Through our dedicated attorneys and supporters, we defend the rights of countless individuals, families and churches...without charge. Pacific Justice Institute's strategy is to coordinate and oversee large numbers of concurrent court actions through a network of hundreds of affiliated attorneys nationwide. And, according to our Advisory Board Chairman, and former United States Attorney General Edwin Meese, "The Institute fills a critical need on the West Coast for those whose civil liberties are threatened."

Statement of Faith: There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Jesus Christ is the Son of God, He led a sinless life, took on Himself all sin, died and rose again. Salvation by regeneration of the Holy Spirit is available through faith in Christ. The spiritual unity of believers is expressed through love for fellow believers. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

Marriage: Marriage has been instituted by God. "Marriage" is defined as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage only to the extent that it is consistent with the definition of "marriage" found in these Articles.

Human Sexuality: Legitimate sexual relations are exercised solely within marriage. Sexual activities, including but not limited to, adultery, premarital sex, homosexuality, and pedophilia, as well as, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography are contrary to the teachings of the Bible and the Church.

Please submit resume and cover letter, to prez@pji.org.