

Administrative Assistant

Job Description

Ministry Purpose: This position plays a significant role in achieving the religious mission of the center and, thus, has a ministry purpose. Every staff member and volunteer shall serve this purpose in their job and, in doing so, be in an active ministry position with the center.

Professional Qualifications:

- The ideal candidate would hold an associate's degree or have equivalent work experience in a position requiring administrative skills, particularly in answering the phone and reception.
- Exhibits skills in interpersonal communication, phone skills client reception, and hospitality.
- Have a minimum of two years' experience as a receptionist or administrative assistant.
- Be able to multi-task and operate in a busy workspace.
- Have some experience with Microsoft software such as Word and have some experience with data entry into a CRM software.

Religious Qualifications:

- Agrees with and abides by the center's statement of faith, code of Christian conduct, and Statement of Principle.
- Expresses a sincere desire to reach and help at-risk women considering abortion.
- Believes in the sanctity of all human life from the moment of conception through natural death.
- Has a sincere, mature faith and can completely share the gospel.
- Regularly attends a Christian Church.
- Exhibits strong interpersonal, spiritual, and administrative skills, takes initiative, and is flexible.

Reports To: Director of Operations (DO) and Executive Director (ED)

Time Commitment: This is a part-time position, and hours will be determined as per the offer of employment.

FLSA Category: Non-Exempt

Responsibilities & Duties:

The primary role for the Administrative Assistant (AA) will be to show hospitality to clients, donors, and other visitors upon entering the Center. The AA will supervise the front desk.

Front Desk Responsibilities:

- Initiate and supervise all client's intake upon her arrival to the center.

- Review and prioritizing tasks related to daily appointments alongside the DO.
- Greet patients/clients and ensuring that the ministry is hospitable.
- Assist the nursing staff, volunteers, and other staff with any aspect of appointment support.
- Assist the staff with making follow-up appointments.
- Answer incoming calls not related to appointments and inquiries about services.
- Oversee the initial intake of material donations.
- Monitor the front door and use discernment about front door access via the “buzzer”.
- Completing assigned data entry.
- Share the gospel of Jesus Christ with clients and pray with them when appropriate.

General Center Support

- Work with the DO and Client Services Coordinator (CSC) to ensure that the center remains tidy and clean during operating hours including cleaning the client's bathroom, vacuuming, and taking out the trash.
- Make copies as directed and shred documents as directed.
- Support the religious mission of the center and regularly encourage the spiritual growth of staff, volunteers, clients, and supporters.
- Assist the DO with volunteer management and communication.
- Serve as a backup to the CSC by answering the phone and making appointments.
- Maintain all assigned logs.
- Support the ED, DO, and CSC with any special projects and within reason.
- Provide spiritual guidance to staff, volunteers, and clients.
- Support the CSC in carrying out her client services responsibilities.
- Attend all staff meetings and fundraising events.
- Be available to lead prayer and staff devotions.
- Uphold the center's policies and procedures, especially the religious principles in the statement of faith, statement of principle and code of Christian conduct.

The ED/DO reserves the right to request the performance of any other reasonable task not mentioned in this job description.

