



POSITION DESCRIPTION

Administrative Assistant – New Albany (9-24)

Objectives of the position: The Administrative Assistant is responsible for all functions related to running the office in the pregnancy center. This includes working the front desk, answering phones, entering and maintaining client files, and scheduling client appointments. The Administrative Assistant shall also assist other staff with secretarial support as needed. The AA must ensure client advocates adhere to the policies and procedures approved by the Board of Directors. The primary responsibility will be maintaining an efficiently run and orderly office. This is a permanent part-time (32 hrs/wk) position. Monday – Thursday, with one evening required. All employees of this Center are at-will employees.

Reports to: Center Manager (New Albany)

Supervises: Administrative volunteer staff (A-Team)

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity
3. Agree with and be willing to uphold the Statement of Faith and Confidentiality policies of the center
4. Have related experience equivalent to two years
5. Have two years of experience as a volunteer or employee in ministry
6. Exhibit strong skills in interpersonal communication, including telephone and written
7. Be able to assist in the development and implementation of strategic plans and goals related to office procedure and client care, managing multiple projects simultaneously.
8. Be proficient in (or able to learn) Center Database, Word, Excel, PowerPoint, and Publisher
9. Must be able to maintain composure and a positive attitude even during stressful situations
11. Must be able to manage scheduling and assignments for administrative volunteers (A-Team)
12. Be able to carry out responsibilities with little or no supervision

Essential Functions:

- Function as primary receptionist
- Enter/maintain (or oversee entry of) client data files daily
- Train Client Advocates on the Administrative Team (A Team)
- Provide computer support for Client Advocates (which includes accurate entry of client files in a timely manner, researching referrals, and making referrals)
- Provide secretarial support for Center staff
- Maintain the Client Scheduler
- Assist the Center Manager with Client Advocate Schedules
- Organize and maintain the front office including client files, office files, office supplies
- Track and order office, cleaning, and kitchen supply inventory
- Oversee organization and cleanliness of the building, including scheduling cleaning crews
- Assist the Center Manager in coordinating volunteer staff for outside venues
- Assist Center Manager in the production or maintenance of client newsletter, resource list, and waiting room PowerPoint
- Other duties as assigned