

## **Administrative Assistant Job Description**

**Objectives of the position:** The Administrative Assistant, in conjunction with the Executive Director and Client Service Director performs administrative duties related directly to the operations of Richland Pregnancy Services and assists with planning and implementation of fundraising and marketing strategies. Major duties involve ensuring efficient office procedures, computer operations, maintain client schedule and promote a positive first impression of the ministry to clients and donors.

**Reports to:** Executive Director

**Supervises:** In conjunction with the Client Service Director, assists in overseeing the volunteers within area of responsibility

**Status:** 32 hours per week, flexible schedule, evenings & Saturdays

### **Qualifications:**

1. Be a committed Christian who demonstrates a personal and growing relationship with Jesus Christ.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Mission Statement, Statement of Faith, Statement of Principle and policies and procedures of RPS.
4. Exhibit excellent organizational and interpersonal skills, and be able to manage multiple tasks concurrently.
5. Have experience in office operations and general management of running an office.
6. Be able to respect and keep information confidential.
7. Be self-motivated, dependable, teachable, stable, and capable of following through on commitments with little supervision and able to participate in a team environment.
8. Have experience with general accounting procedures, basic computer operations & Microsoft Office.
9. Have a friendly, clearly understood voice.
10. Be an active member in good standing of a local church.
11. Experience working with volunteers is desirable.

### **Essential Functions:**

#### **Administrative**

1. Perform office administrative duties as requested by the Executive Director or Client Service Director.
2. Assist the Client Service Director in training and evaluating office volunteers (as requested)
3. Assist in scheduling office volunteers
4. Oversee & maintain inventory control of office and other Center related supplies
5. Assist with keeping Ekyros Donor & Client Management data up to date and files adequately maintained.
6. Assist in overseeing volunteers during open hours to guide, direct and answer questions.
7. Shop for and order all brochures, office & building materials and supplies in conjunction with brochure coordinator via budget allowances through Directors.

#### **Receptionist**

1. Answer phone with a calm, friendly voice and route calls accordingly.
2. Interact with Executive Director & Service Director to relate client or volunteer needs, progress of center, problems and implementation and consistently look for ways to increase office efficiency.
3. Knowledge and use of Ekyros Client Management (includes scheduling and appointment data entry)

4. Schedule appointments according to the guidelines and procedures of the pregnancy center.
5. Greet clients, keep them apprised of any delay in appointments, offer refreshments if available
6. Instruct client to read and complete initial forms required for their visit.
7. Interact with Doctor's and other agencies, when appropriate
8. Attend the quarterly volunteer In-Service meetings and any other volunteer training events.
9. Assist in teaching at the Volunteer Training Seminars when needed.
8. Oversee, maintain, and organize client files and center operation files ensuring that filing is kept up to date.
9. Attend weekly staff prayer meeting.
10. Keep Window at Receptionist desk clean and free of finger prints.
10. Deposit outgoing mail each day
11. Perform opening and closing duties as necessary, when serving on the first or last shift of the day

### **Accounting/Computer**

1. Run payroll in absence of the Financial Assistant
2. Assist with financial data input for fundraising events.
3. Will be cross trained to serve as backup to the Financial Assistant.
4. Update general mailing list and produce mailing labels as needed by staff
5. Assist with word processing needs, including organizing, updating forms or files (both paper and electronic.)
6. Assist Executive & Client Service Director, as needed and time available, with word processing needs.
7. Accept assignments not specifically outlined in this job description as requested by the Executive & Client Service Directors.

Administrative Assistant will receive an annual oral and written evaluation by the Executive Director.

Revised: 11/05/09

Revised: 03/06/14

Revised: 10/20/14