

## **Office Assistant Job Description**

**Objectives of the position:** The Office Assistant, in conjunction with the Executive Director and Center Director performs administrative duties related directly to the operations of Richland Pregnancy Services. Major duties involve ensuring efficient office procedures, computer operations, maintain client schedule, and help perform administrative duties as needed by the Executive Director and Center Director to assist in the growing ministry.

**Reports to:** Center Director

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

**Status:** 24 - 30 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 Center Director.
2. Cover the reception area during shift.
3. Assist the Center Director with keeping NextLevel Client Management data up to date and files adequately maintained.
4. Assist Marketing & Development departments with administrative duties for events.

#### **Receptionist**

1. Answer phone with a calm, friendly voice and route calls accordingly.
2. Interact with Executive Director & Center 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 NextLevel 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 other agencies, when appropriate
8. Attend the quarterly volunteer In-Service meetings and any other volunteer training events.
5. Oversee, maintain, and organize client files and center operation files ensuring that filing is kept up to date.
6. Attend weekly staff prayer meeting.
7. Keep Window at Receptionist desk clean and free of fingerprints.
9. Perform opening and closing duties as necessary, when serving on the first or last shift of the day

### **Accounting/Computer**

1. Produce mailing labels as needed by staff
2. Assist with organizing, updating forms or files (both paper and electronic.)
3. Assist Executive & Center Director, as needed and time available.
4. Accept assignments not specifically outlined in this job description as requested by the Executive Director.

Office Assistant will receive an annual oral and written evaluation by the Center Director.