

Hope Pregnancy Clinic

Administrative Assistant

Position objective: The Administrative Assistant role is a part-time position (30 hours/week). This employee will work closely with and provide support to the Executive Director and the Communications Director.

Reports to: The Executive Director

Qualifications: The Administrative Assistant will:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Lord and Savior;
- Be a committed member of a local church congregation;
- Exhibit a strong commitment and dedication to the sanctity of all human life;
- Agree with and uphold the HPC Statement of Faith, Mission Statement, Statement of Purpose and all other HPC General Ministry Policies;
- Be able to communicate to patients the message of salvation through faith in Christ;
- Have the ability to work a flexible schedule, including some evening and weekend hours;
- Be a multi-tasker who is tenaciously organized and detailed-oriented;
- Have proficiency in general computer operations, Word, data entry, desktop publishing and general office organization;
- Exhibit skills in interpersonal communication, writing and problem solving;
- Carry out responsibilities with little or no supervision and work as a team player;
- Have a professional attitude and appearance;
- Respect and keep all information confidential.

Administrative Assistant Job Description (cont'd)

Specific Responsibilities:

- Anticipate and provide needed assistance to the Executive Director and Communications Director.
- Interface with donors, community partners and vendors.
- Participate in event planning and execution.
- Participate in community-based activities that promote the work of Hope Pregnancy Clinic.
- Provide leadership for Hope's church relationships, including some speaking opportunities.
- Recruit and Equip a team of church liaisons.
- Assist with creating, writing, publishing and/or maintaining various communication items such as websites, promotional brochures, newsletters, event advertisements, prayer blasts, e-news and donor correspondence.
- Participate in usage of the donor software and assisting with the patient tracking software.
- Assist with any of a myriad of other special needs or projects that require leadership, creativity, flexibility, and attention to detail.
- Provide other support to the Executive Director as needed.