

# HOPE PREGNANCY CLINIC

## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

**Position objective:** The Administrative Assistant is responsible to assist the Client Services Director in a variety of administrative and services-related duties and is available to assist other senior staff as needed.

**Reports to:** the Client Services Director

**Supervises:** Under the direction of the Client Services Director, the Administrative Assistant may be given the responsibility to oversee volunteers who are assisting with various projects or events.

**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 policies and procedures;
- Be able to communicate to others the message of salvation through faith in Christ;
- Be able to respect and keep all information confidential;
- Have some training, preferably in an administrative field, or have the equivalent in related work experience;
- Have proficiency in general computer operations along with experience in word processing, desktop publishing, and general office organization;
- Be able to provide servant leadership and support to those they may be asked to supervise;
- Be able to carry out responsibilities with little or no supervision and work as a team player;
- Have a professional attitude and appearance;

## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION cont'd**

**Major Responsibilities:** Under the supervision of the Client Services Director, the Administrative Assistant will have the following responsibilities:

- Oversee all donations and the volunteers who process them;
- Track donations one month/year and generate a report for tax purposes;
- Oversee Hope's list of Community Resources and Service Providers, update it every six months, and train staff/volunteers on Hope's resources;
- Perform data entry of patient files and statistics as needed and prepare a statistical report monthly;
- Order office supplies, patient materials, Bibles, Yelp review cards, etc. as needed;
- Assist with the updating and maintenance of Hope Clinic's Policy and Procedure manual;
- Assemble Volunteer Advocate notebooks;
- Regularly ensure the completion of volunteer and employee forms/files;
- Assist in the planning of volunteer In-Service training days, call and schedule speakers, order OSHA materials, inform staff, and coordinate food for the events;
- Assemble new patient charts and patient packets;
- Fill in for the Receptionist at the front desk when she is absent or on her lunch break;
- Assist Client Services Director with various communications;

**Other Duties:** The Administrative Assistant will also be available to:

- Attend regularly scheduled staff meetings;
- Assist with the annual Hope Run and Fall Dessert

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Administrative Assistant Statement of Agreement

I have read and fully understand the job description for this position. I am in full agreement with the requirements and expectations of the job and will perform my duties to the best of my ability.

I understand that this job description does not constitute an employment agreement between Hope Pregnancy Clinic and the employee and is subject to change as the requirements of the position change.

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Employee's Signature

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Date