



Job Title: Administrative Assistant

Reports to: Center Director

*** Center Director will work in tandem with Clinic Coordinator**

Responsibilities: To reach women, men and families with the love and compassion of Jesus Christ by offering practical assistance in both word and application. This position encompasses the main reception as well as assisting in the organization and management of the office.

Full time hours 36+ a week

Base pay-\$15.00

Clinic:

- Receive clients and any visitors while managing the daily phone and filing system to ensure reception area is organized and orderly
- Communication with clients including scheduling and appointment reminders
- Preparing client files for all services including sending Brightcourse videos and preparing mobile intake forms to ensure file is complete
- When needed assist with client data entry using current online system
- Keep inventory of client forms, office forms, brochures, office and kitchen supplies and stock and order as needed in conjunction with the Clinic Coordinator
- Assist in keeping local "Client Resource Book" updated and stocked
- Opening and end of day process Oversight and housekeeping of reception and waiting area, advising rooms and copy room
- Train volunteers in reception duties, cleaning or stocking during non-advising time
- Keep local "Receptionist Book" up to date
- Oversee and manage pregnancy packets and ultrasound gifts for the local clinic as directed by the Clinic Coordinator
- Receive all donations, write thank you notes, assists with getting donations to sorting area
- Provide support and assistance to advisor as able
- Assist in preparing for volunteer inservice trainings

Organization Administration:

- Maintain inventory office and clinic materials
- Assist in prep for meetings including scheduling and meal planning
- Assist other staff with tasks as able and requested
- Preparing and mailing donor receipting
- Entering all financial donations into donor base
- Deliver deposit to bank
- Submit monthly report to Center Director
- Update Center Director and Clinic Coordinator one time a week to be determined



- Attend all staff meetings
- Other tasks as assigned

Building Management:

- Manage tenant communication and onboarding including alarm codes, key distribution and collection and signage.
- Assist Center Director in coordinating and responding to building concerns and maintenance needs

Qualifications:

- Full agreement with Alternative's Statements of Faith, Mission, Principles and Values
- Strong pro-life convictions
- Excellent communication skills and the ability to relate well with all staff and clients
- Knowledgeable in de-escalation
- High school diploma/GED
- Good organizational skills
- Regular attender at a Bible-based church
- Tech savvy including computer skills (Word, Excel, Power Point, web, e-mail)
- Understands importance of and is able to function within HIPPA regulations/confidentiality
- Problem solver
- Dependable
- Strong leadership (includes teachable and good listen skills)

Compensation:

- Vacation benefits
- Holiday pay
- Sick time