

Administrative Assistant Job Description Arkansas Valley Pregnancy Center

**Arkansas Valley Pregnancy Center Mission Statement:
Our center is to be a center of hope and healing for individuals facing critical life choices.**

Ministry Purpose

This position plays a significant role in achieving the center's religious mission and, thus, has a ministry purpose. Every staff member and volunteer shall serve this purpose in their job and, in doing so, be in an active ministry position with the center.

Description/Purpose of the Position

The Administrative Assistant serves to support administrative, financial, and office activities on behalf of the Arkansas Valley Pregnancy Center (AVPC). This individual will work with all AVPC departments to manage phone calls, mailings, printings, supplies, assist with data entry, and engage in, and be present for, all fundraising activities. This individual may also assist the Executive Director with accounting, fundraising and public relations duties as directed, and will serve as a client advocate and facilitating client classes.

Responsibilities

The successful candidate will:

- Provide general support for all clients, donors, and visitors to have a positive experience while at AVPC.
- Operate phones and reply to incoming correspondence in a timely and professional manner.
- Utilize technology including Microsoft Office suite (Word, Excel, PowerPoint and Publisher) and Ekyros.
- Maintain a neat, professional workspace and assist with daily office duties including, but not limited to, light cleaning and keeping common areas organized. Can also include the outside of the buildings and grounds as well.
- Process donor donations, event registrations, ticketing, receipts, etc. Accurately process monetary donations and confirm deposits and write thank you notes.
- Prepare mailings and communications to donors including tax receipts, acknowledgements, event mailings, and Center updates in collaboration with the Executive Director.
- Maintain general AVPC outreach supplies and display (aka: the information table). Also, may include doing church outreach outside of regular office hours.
- Attend and assist in preparing for, running, setting up, and cleaning up annual fundraising events. Can also include copying checks, carrying bags of coins for coin deposits, and entering donations and donor information.
- Maintain updated donor records and relationships.
- Become a client advocate and lead and/or teach classes including client-initiated Bible studies.
- Shares the gospel of Jesus Christ with clients and prays with them, as appropriate.
- Leads and/or participates in shared prayer and devotions regularly.
- Create and write material for newsletters under the direction of the Executive Director.
- Provide administrative assistance to the Executive Director, and by extension, other staff members and/or volunteers.
- Be able to lift up to 40 lbs.
- Perform other duties as assigned, dependent upon organizational needs and employee skills.

Qualifications

Professional

The successful candidate will:

- Have excellent oral and written communication skills.
- Be proficient in office operations to include knowledge and experience in Microsoft Office (i.e. Microsoft Word, Excel, PowerPoint, and Publisher)
- Have experience with general accounting and procedures and basic computer operations and have a strong working knowledge of how to use QuickBooks.
- Exhibit excellent organizational skills and typing ability.
- Demonstrate a strong, dependable work ethic. Be self-motivated, well organized, responsible.
- Demonstrate the ability to manage multiple priorities, projects, and deadlines simultaneously.
- Be capable of working both independently and as part of a team.
- Thrive and be flexible in a changing and challenging environment.
- Provide exceptional “customer service” with interest in, not only meeting donor needs, but establishing and maintaining relationships with them.
- Have the qualities of being a good listener and a non-judgmental spirit.

Education/Experience

The successful candidate will:

- Have a high school diploma or GED/Have some college (preferred).
- Have prior administrative or office experience (preferred).
- Be willing to successfully complete all training assigned by the Executive Director to perform duties.

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the Gospel.
- Be an active and committed part of a local Christian church.
- Be in complete agreement with, and be willing to uphold, the Statement of Principle, Statement of Faith, the Code of Christian Conduct and all other policies and procedures of the Arkansas Valley Pregnancy Center.
- Exhibit strong commitment and dedication to the sanctity of all human life from the moment of conception through natural death.
- Express a desire to be a part of reaching at-risk patients considering abortion.
- Embrace AVPC’s values and the behaviors that support those values. Exhibit strong commitment and dedication to sexual purity. Uphold all AVPC’s policies and procedures.
- Has a sincere, mature faith and can competently share the Gospel.
- Have a warm, gentle, and hospitable spirit for everyone who enters the doors of the Arkansas Valley Pregnancy Center.

Schedule

The Administrative Assistant is a regular, full-time position 32 hours per week. Work hours of work are Monday – Thursday, 9 a.m. – 5 p.m. Occasional nights and weekends may be required to support events.

The Administrative Assistant will receive a 90-day review after hire and thereafter will receive a yearly written and oral evaluation.

Starting pay: \$15.50 per hour.