

DEVELOPMENT ASSISTANT JOB DISCRPTION

Description/Purpose

The Development Assistant serves in a general administrative support role for the Development Team of the Crisis Pregnancy Center of Tidewater (CPC). He/she will work with department heads, staff, vendors, and volunteers to complete assigned tasks necessary for fulfilling CPC's mission of saving lives, sparing hearts, and spreading the gospel of Jesus Christ in South Hampton Roads. He/she will report to the Vice President of Campaign Management, but will have dotted-line reporting to the Vice President of Finance and Administration.

Responsibilities

The successful candidate will:

- Perform administrative duties as assigned including, but not limited to: filing, data entry, scanning, printing, sorting, collating, organizing, etc.
- Fulfill and process LIFEChange Baby Bottle Orders.
- Be available to provide administrative support for any and all Development and Admin team staff.
- Be available to run errands as needed.
- Provide support and assistance with planning, promoting, and implementing campaigns and prioritized activities.
- Participate in organization-wide planning and development activities as needed.
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication.
- Work with vendors, service providers, and volunteers as needed.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

Qualifications

Spiritual/Personal

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and exhibit a Christ-centered life.
- Be an active and committed part of a local ministry body.
- Be in complete agreement with CPC's doctrinal and mission statement.
- Be self-motivated and well-ordered in his/her personal life.
- Have a warm, gentle, and hospitable spirit for the family of CPC.
- Embrace CPC's values and the behaviors that support those values.

Professional

The successful candidate will:

- Demonstrate the ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Exhibit strong writing and oral communication skills.
- Exhibit strong internal and external relationship building skills.
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously.
- Have the ability to excel in a fast-paced, changing, and challenging environment.
- Be proficient in Microsoft Office products.

Education/Experience

The successful candidate will:

- Possess a High School Diploma.

Schedule

The Development Assistant is a part-time position. The Development Assistant will be expected to be available during normal office hours each weekday (flexible scheduling is available), but some nights and weekends may occasionally be required.

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