

Administrative Assistant Job Description

Description/Purpose

The Administrative Assistant serves to support administrative, financial, and office activities on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with all CPC departments to manage mailings, printings, and supplies and assist with data entry to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. They will report to the Director of Administration.

Responsibilities

The successful candidate will:

- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Assist the Administrative Director with all mailings, including bulk mailings
- Organize and place supply orders for our administrative office and centers
- Maintain and/or update donor information
- Assist with administrative volunteers
- Perform a variety of data entry tasks
- At the direction of the IT Director, assist in troubleshooting computer and printer issues
- Assist with administrative tasks for special events
- Assist the Administrative Director with everyday office duties for our administrative office including, but not limited to, light cleaning and keeping common areas organized
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication within the team and other departments
- Fulfill receptionist responsibilities, 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 be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their 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:

- Possess a genuine desire to meet the needs of others
- Be detail-oriented, particularly regarding data entry and verification
- Be self-organized, efficient, and capable of follow-up
- Demonstrate the ability to establish and maintain effective relationships and partnerships with donors, volunteers, vendors, and staff
- Exhibit strong written and oral communication skills
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Function as a team player
- Be an innovative thinker able to come up with solutions to office issues
- Demonstrate a bias toward action and create a positive experience for others
- Thrive and be flexible in a fast-paced, changing, and challenging environment
- Exhibit strong writing and oral communication skills
- Be proficient in Microsoft Office products

Education/Experience

The successful candidate will:

- Have experience in typing and data entry
- Have proficiency in Microsoft Office products; experience in Excel and Access preferred
- Have prior administrative or office experience (preferred)
- Have prior experience with bulk mailing (preferred)

Schedule

The Administrative Assistant is a regular, part-time position. The position may be approved for occasional remote working opportunities contingent upon the demonstrated responsibility of the employee and the needs of the ministry. The Admin Assistant will be expected to be available 3-4 days a week for 4-6 hours per day. Occasional nights and weekends may be required to support events.

Compensation and Review

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate.

On a semiannual basis, the Administrative Assistant may be given a formal performance review by the Director of Administration.

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