



Community Relations Assistant Job Description

Description/Purpose

The Community Relations (CR) Assistant serves as the primary administrative assistant to the Community Relations Division. The CR Assistant administratively supports the CR Division as it builds and maintains relationships with individuals, businesses, churches and others in the community to help fulfill the Crisis Pregnancy Center of Tidewater's (CPC) mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. This position reports to the Director of Development.

Responsibilities

The successful candidate will:

- Perform general administrative duties such as filing, document preparation, and scheduling.
- Maintain and update databases and electronic filing systems.
- Manage phone calls, emails, correspondence, and communications.
- Coordinate meetings, appointments, and travel arrangements as needed.
- Order office supplies and ensure the workspace remains organized and well-stocked.
- Interface with various departments as needed, including Administration and Finance.
- Handle confidential information with discretion and professionalism.
- Assist in preparing reports, presentations, and other business documents.
- Work with vendors, service providers, and/or volunteers as needed.
- Follow current processes and procedures and look for ways to improve/refine them.
- Represent CPC's positions on various aspects of ministry, policy, philosophy, and procedure.
- Help organize and manage various events related to the division.
- Participate in organization-wide planning and development activities as needed.
- Uphold CPC's policies and procedures.
- Support the religious mission of CPC and encourage the spiritual growth of staff and/or clients.
- Advocate for the sanctity of human life within the community.
- Participate in shared prayer and devotions as opportunities arise.
- Perform other duties as assigned, depending 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.

- Have a passion to come alongside families to offer resources that facilitate transformation.
- 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.
- 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.
- Have fluidity in schedule for events, tours, and various other commitments that arise.

Professional

The successful candidate will:

- Exhibit attention to detail and problem-solving skills.
- Possess strong written and oral communication 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.
- Exhibit strong internal and external relationship building skills.
- Exhibit solid organizational and analytical skills.

Education/Experience

The successful candidate will:

- High School Diploma or equivalent (Associate's or Bachelor's preferred)
- Proven experience as an administrative assistant, office assistant, or in a similar role.

Schedule

The Community Relations Assistant will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Known nights/weekends that may be required of this position include:

- Fundraising events
- Appreciation events

Compensation and Review

Compensation consists of a competitive hourly wage dependent on the qualifications and experience of the successful candidate and their employment status. Benefits may include:

- Health insurance

- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

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