

Amnion Pregnancy Center
Administrative Assistant
Job description

Overview of the Position:

Administrative Assistants play an important role in organizing, managing, and keeping an office running. They are responsible for clerical and organizational tasks like filing, organizing, scheduling appointments, assisting the Executive Director and other staff members and drafting correspondence or messages.

Reports to: Executive Director

Employee Status: Part-time (24 hours/week), non-exempt employee

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold APC's Statement of Faith and all policies and procedures.
4. Experience with Microsoft Word, PowerPoint, and Excel
5. Thrive and excel in handling multiple ongoing projects and details amid frequent interruptions.
6. Strong problem solving and interpersonal relationship skills.
7. Ability to work independently as well as work collaboratively on a team. Able to accept direction and take initiative in their job role.

Top Skills:

Time management, computer proficiency, attention to detail, communication, organization, adaptability, problem solving, customer service, multi-tasking, and confidentiality.

Key Result Area: Administration

1. Coordinate logistics for pastor luncheons.
2. Coordinate church speakers and schedule.
3. Format appeal letters and oversee mailing process.
4. Support Events Planner for various events.

5. Schedule and communicate about leadership and staff meetings.
6. Coordinate logistics for staff recruitment.
7. Maintain a yearly calendar for ministry events and other milestones
8. Maintain policy and procedures manuals.
9. Coordinate logistics for board of directors' meetings:
 - a. Upload meeting documents into Tresorit at least 1 week in advance.
 - b. Organize and maintain documents in Tresorit.

Key Result Area: Coordinate Volunteers

1. Recruit, train, and coordinate the volunteers who serve Amnion's ministry.
2. Supervise office volunteers by delegating clerical and Center tasks based on each person's skills.
3. Coordinate volunteer computer projects including data entry, donor coding, and ongoing database maintenance.
4. Maintain volunteer records, files, and the volunteer appreciation program.
5. Lead daily prayer times with volunteers.

If you are interested in applying for the Administrative Assistant position, send your resume to Mark Opseth at: director@amnionpc.org. To learn more about Amnion, visit helpofferhope.org.