

CRADLE Pregnancy Care Center

Job Description for Office Assistant

Title: Office Assistant

Position Summary: This is a paid, part-time position at CRADLE. The Office Assistant will complete office tasks, help in the Maternity Resource Center, assist with fundraising and mailings, attend occasional community events, and fill in for the Office Manager when needed. Once trained, the Office Assistant may meet with clients.

Days/Hours: Tuesday-Thursday, 10am-4pm

Reports to: Office Manager and Executive Director

Qualifications:

- A mature, personal relationship with Jesus Christ as Lord and Savior as evidenced by personal testimony and a lifestyle in accordance with biblical principles. This includes being an active member of a local church.
- Agreement with each and every element of the CRADLE Pregnancy Care Center's Doctrinal Statement.
- Believe in the sanctity of human life as taught in the Bible and reject abortion as an acceptable option for any woman facing a crisis pregnancy.
- Called by God to serve in the pro-life arena and specifically as an Office Assistant of CRADLE PCC.
- Demonstrated ability to encourage volunteers with a servant's heart.
- Ability to counsel with integrity, compassion, professionalism, and confidentiality. Compassion and love for women and their families with a commitment to the ministry.
- Able to work well with volunteers and other staff, putting others before self.
- Good communication skills (while working with other staff, volunteers, counselees, and handling telephone calls).
- Able to take direction from the Office Manager and Executive Director to complete tasks as directed in a timely manner.
- Be self-motivated, organized, and punctual.

Responsibilities:

- Help with all necessary tasks, such as: office work, maintaining donor and client files (keeping confidentiality), mailing letters, keeping the Center clean and organized, helping with the Maternity Resource Center as needed, Walk for Life and event preparations, attend and help at occasional events.
- Good communication with clients, donors, volunteers, staff, and handling the telephone.
- Meet with clients: Clients are the first and main responsibility, using integrity, compassion, professionalism and confidentiality.