

Job title	Administrative Assistant
Reports to	Human Resources Manager
Hours	Part-time 32 hrs / week or Full-time 40 hours / week
Classification	Non-exempt, hourly

Ministry Purpose

The Administrative Assistant is responsible to organize and coordinate administration and office procedures for the President, CFO, PDHC Directors, and HR Manager in order to ensure effective office operations and to maintain positive relations with staff, donors, community contacts, and clients.

Staff Supervision

This position will not be responsible for any staff supervision but will have volunteer supervision duties as needed.

Essential Duties and Responsibilities

- Provide general support for visitors and answer phones.
- Handle mailings and receipt of shipments.
- Reserve meeting space for programs, as requested, for administrative office and off site venues.
- Handle room set up and refreshments as needed for board and staff meetings.
- Order and manage supplies for administrative and executive offices.
- Manage and troubleshoot-office equipment.
- Provide clerical support to President, CFO, Director of Clients Services, and Human Resources Manager.
- As needed, assist in processing receipts and records of all donations as directed by the Director of Development.
- Maintain confidentiality of sensitive administrative information as well as all donor information.
- Complete filing and office organization to maintain clean, efficient workspace.
- Maintain staff phone list and Center Locations document.
- Provide facility keys to staff as requested by the Human Resources Manager.
- Maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.
- Organize volunteers to assist with administrative projects at the administrative office and provide volunteer management, from a spiritual Christian view, including pro-life and chastity affirming principles.
- Manage general site and building maintenance issues for Admin and Executive Offices.
- Remain current on a variety of office software (i.e. WayCool, Constant Contact, Excel, PowerPoint, Office 365, DonorPerfect)
- Commit to and uphold PDHC Culture values to *Live Like Jesus* (1 John 2:6, Philippians 4:8-9) through *Adoration* (1 Chronicles 16:11, Psalm 143:8), *Integrity* (Proverbs 11:3, 1 Thessalonians 4:3), *Honesty* (Ephesians 4:25, John 17:1),

Respect (Romans 12:10, Hebrews 13:17) and *Live Mission: Unity* (Philippians 2:5, Ephesians 4:16), *Trust God* (Proverbs 3:5-6, Matthew 6:26-27), *Collaboration* (Ecclesiastes 4:9-10a), *Communication* (Ephesians 4:29).

- Complete annual HIPAA and Cyber Security training.
- Perform all other duties as assigned.

Access Levels

- Facility keys and building security code for Administrative office
- CoolFocus: Client
- Volgistics: Coordinator
- SharePoint
- Constant Contact: Editor
- E-giving
- Stripe
- PayPal / Facebook
- FundEasy
- DonorPerfect

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, Commitment of Care and Competences, and the Employee Policy Handbook.
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church.
- High School degree with some college preferred.
- Experience in a non-profit organization preferred.
- Proven experience as an Office Manager or Administrative Assistant
- Proficiency with MS Office suite.
- Outgoing personality with excellent oral and written communication skills
- Excellent time management skills and ability to multi-task.
- Flexible and adaptable during change.
- Initiative and creativity with the desire to work on a team as well as being able to work independently and sometimes alone.
- Experience and sensitivity in working with individuals from diverse cultural backgrounds.

Working conditions

This position requires reliable transportation and may require attendance at some evening and weekend events as well as working with various denominations and multicultural clients.

Physical requirements

This position may require sitting and standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.