

Job title	<i>Pregnancy Decision Health Centers (PDHC) Office Administrator</i>
Reports to	<i>Chief Financial Officer (CFO)</i>
Hours	<i>15-20 hours/week</i>

Job Purpose

The Office Administrator is responsible to organize and coordinate administration and office procedures for the PDHC Administrative staff to ensure effective office operations and to maintain positive relations with 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

- Handle receipt and records of all donations as directed by CFO including making physical bank deposits of coin as needed.
- Update email contact database.
- Support President with event coordination, Board functions and conference registration/travel.
- Assist Development office with reporting and communications as directed.
- Manage and troubleshoot IT function including phones and all office equipment.
- Provide general support of visitors and answer phones.
- Handle mailings and receipt of shipments.
- Order & manage supply budget for administrative office.
- Maintain the PDHC Master Calendar and subsequent website calendar.
- Complete filing and office organization to maintain clean, efficient workspace.
- Assist HR with new employee on-boarding and update office policies as directed.
- Remain current on a variety of office software (i.e. WayCool, Constant Contact, Excel, PowerPoint, Office 365, Quickbooks).
- Maintain updated general office documents.
- Serve as liaison with property management company for admin office needs.

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- Proven experience as an Office Manager or Administrative Assistant
- Proficiency with MS Office suite
- High School degree with some college preferred
- Outgoing personality with excellent oral and written communication skills
- Excellent time management skills, ability to multi-task, and detailed oriented
- Experience in a non-profit organization preferred
- 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 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 objects up to 40lbs as needed.

Approved by:	
Date approved:	

