



# living|alternatives

pregnancy resource center

## Administrative Assistant

### Job Description

#### Principal Functions:

The Administrative Assistant supports the Center Director in the general operations of the PRC including processing donations, fundraising and event planning, client marketing, donor communications, and general day-to-day upkeep of the center.

**Reports To:** Center Director, Chief Financial Officer

**Supervises:** Volunteers within your areas of responsibility

**Qualifications:** Applicant should have the following qualifications:

1. Be a committed, mature Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedications to the Gospel and to the sanctity of human life.
3. Agree with and uphold the Mission and all corporate statements and policies of LAPRC.
4. A minimum of a high school education or GED is required. An Associate's or Bachelor's Degree is preferred, preferably in a related field, or related experience equivalent in the field.
5. Experience in office management, public relations, and/or event planning preferred.
6. Exhibit strong skills in organization, writing, and effective media communications.
7. Proficient use of computers to complete tasks.
8. Ability to work well on a team and carry out responsibilities as delegated

#### Major Responsibilities:

##### Donation Processing/Receipting

1. Enter donations in WayCool Donor Database
2. Take deposits to bank
3. File/organize records
4. Monthly and Yearly Donor Receipting and Thanking

##### Development/Fundraising

1. Assist with organizing and preparing for the center's annual fundraising events
2. Assist with distributing and collecting baby bottles
3. Maintain current list of donor/volunteer email addresses
4. Assist with mailing appeal emails/letters

##### Public Relations/Client Marketing

1. Compose or edit letters, emails and other communications
2. Assist the Director in executing the PRC's client marketing strategy
3. Speak on behalf of the PRC or accompany the Director within the community when assigned
4. Organize team of volunteers for mailings

**General Responsibilities:**

1. Help maintain clean and organized work spaces
2. Assist in the ordering/purchasing of needed supplies
3. Participate in regular team meetings
4. Attend all quarterly staff meetings in Champaign

- The Center Director will evaluate the Administrative Assistant quarterly and annually through the use of the LAPRC performance form
- This Job Description may be changed at any time deemed necessary by the COO/CEO.
- Employment with LAPRC is at will and may be terminated at any time and for any reasons either by the employer or employee.