



## **Assistant Director**

### **Job Description**

#### **Principal Functions:**

The Assistant Director supports the Center Director in the general operations of the PRC including processing donations, fundraising and event planning, and leading the team of volunteers in the Director's absence.

**Reports To:** Center Director, Chief Operating Officer (COO)

**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. A Bachelor's Degree is preferred, preferably in a related field, or related experience equivalent in the field.
5. Experience in education, child development, or social service is preferred.
6. Exhibit strong skills in organization.
7. Make good critical decisions
8. Proficient use of computers and software to complete tasks.
9. Demonstrate the corporate values of Faith, Integrity, Excellence, Respect, and Compassion.

#### **Major Responsibilities:**

##### **Team Management**

1. Assist in training and encouraging volunteers
2. Support Director's leadership and maintain team unity
3. Provide accountability and oversight to volunteer team when Director is not present

##### **Donation Processing/Receipting (If no Administrative Assistant)**

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

##### **Client Services (If no Program Coordinator)**

1. Ensure volunteers are executing services according to policies and procedures

2. Insure proper maintenance of client files
3. Manage intake and distribution of baby and maternity items
4. Provide direct service to clients (HOPE, Pregnancy Test, etc.)when needed
5. Answer phones and schedule appointments when needed

**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
5. Occasionally speak publicly at churches or community events

**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 Assistant Director 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.