



Job Description

JOB TITLE: Office Assistant

REPORTS TO: Director of Business Operations

ORGANIZATIONAL MISSION

What we do

AGAPE demonstrates the Truth and unconditional love of Jesus in a safe and confidential environment to women, men, and families experiencing pregnancy or the effects of sexual relationships.

Learn more at <https://agapedsm.com/>.

ENVIRONMENT & CULTURE

Who we are

As a team, we fully support each other so that together we can accomplish more. We enjoy wit, humor, and camaraderie, so working together is filled with laughter. However, we are serious about working hard with everyone putting forth their best effort and paying attention to details. We are passionate about helping others and have a heart for reaching out to those in need. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact. Agape places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback is essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Since Agape is faith-based, all team members must ascribe to the AGAPE's Statement of Faith, be committed to the sanctity of human life, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Team members must be committed followers of Christ and be willing to share their testimonies with gentleness and respect as in 1 Peter 3:15.

POSITION

Purpose and Scope

The Office Assistant takes charge of front-office reception and scheduling (public-facing) to ensure the business runs smoothly, as well as ensuring internal operations (back-office

responsibilities) are handled efficiently in a timely manner. The ideal person for this position has strong interpersonal skills and enjoys administrative work. We are looking for an enthusiastic, committed leader who is excited to join a hard-working team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With minimal supervision, provide support and leadership in the areas of reception and scheduling, as well as processing all incoming patients and donors.

- General Responsibilities:
 - Administrative tasks of file maintenance, monitoring mail, assisting with correspondence and mailings, maintaining a quality ministry display, managing ministry speaking opportunities, problem solving, referring to and connecting with other staff members as required, and attend staff meetings.
 - Provide historical reference by defining and carrying through procedures for retention, protection, retrieval, transfer, and disposal of records.
 - Assist in new-employee orientation/ human resource functions.
 - Assist the Director of Business Operations with administrative tasks and duties
 - Assist with the Family Community Center programing and set-ups.
- Event Management:
 - Assist the Director of Business Operations as requested.
- Volunteers:
 - Assist as requested with growing responsibility over time.
- Marketing Support
 - Suggest changes/updates for maintaining, updating, and enhancing the website, brochures, and other marketing materials.
 - Collect and submit images and information associated with Agape’s “organizational life” to be used for communicating to various Agape audiences through newsletters, social media), etc.
 - Collaborate and assist with reports that will help develop, coordinate, and measure/evaluate advertising (primarily focused on patient/client recruitment).

JOB QUALIFICATIONS

Required

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.

- Agree with and be willing to uphold the Statement of Faith, Stance on Life Statement, and adhere to the policies of the center.
- Be able to provide spiritual leadership, discipleship, and support to the volunteers and fellow staff.
- Highly organized, thorough, and detail oriented.
- A professional demeanor and the highest level of discretion is essential in the management of confidential information.
- Motivated self-starter with strong problem-solving, analytical & decision-making skills who can manage people with minimal guidance.
- Ability to multi-task, learn new processes quickly, and collaborate with others giving priority to following through and producing overall quality work.

ADDITIONAL INFORMATION

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience

Job hours: This position requires 37 hours/per week 4 days per week Monday-Thursday.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Office Assistant

Date

Signature of Executive Director

Date