

Office Assistant

Job Description

Objective

To provide daily assistance to A Hope Center staff by managing phone/text communications, clerical work, and data entry.

Focus

Office Assistance

Working Relationship

All Staff

Hours required

20 hours each week M-TH10:00am – 2:00 pm

Qualifications

- Must be a committed Christian who has and demonstrates a personal relationship with Jesus Christ as Savior and Lord, faithfully attending church.
- A strong commitment and dedication to the sanctity of human life and sexual purity
- Agreement to uphold the Statement of Principle, Statement of Faith, and Policies and Procedures of A Hope Center.
- Highly skilled in interpersonal communication.
- Spiritual leadership, discipleship, and encouragement skills
- Self-motivated, dependable, responsible—sees tasks through to completion with little to no supervision.
- Working knowledge of Microsoft Office products can learn the database client program, Waycool.
- Experience in a non-profit or ministry environment preferred
- The ability to relate and communicate in a professional manner
- Uphold the guidelines of confidentiality

Responsibilities

- Offer cheerful and professional service to the clients at the reception area and on the phone
- Provide clerical support to staff members
- Data Entry
- Schedule client appointments
- Create client folders and follow-up sheets after data is entered

Other

Any duty assigned by the Center Director and Executive Director.

Evaluation

The Office Assistant shall receive an annual written and oral evaluation