



**Vision:** Every child conceived is born  
**Our Mission:** Pregnancy Help Clinic embraces life by offering support education, and hope to a woman in her pregnancy decision and life journey.

## **Administrative Assistant Job Description**

**Commitment:** 4-12 hours per month

**Reports to:** Operations Manager/Executive Director

**General Summary:** Volunteers provide secretarial/ clerical and administrative support for operations and may perform non-routine administrative tasks to support programs.

### **General Responsibilities:**

- Commitment two scheduled shifts per month.
- Work cooperatively with staff, contributing to the office work environment by completing various tasks.
- Compile reports create spread sheets and lists from data provided.
- Assist with mailings and preform updates to correspondence database.
- Produce documents that require basic data entry, word processing, tables and basic graphics and design layout.
- Photocopies materials.

### **Knowledge and Skills:**

- Solid commitment to Pro-life values.
- Successfully Client Training Manual.
- Ability to give great attention to detail.
- Excellent listening and communication skills.
- Experience with Microsoft Software (Word, Excel, Publisher, Power Point)
- Willingness to learn PHC Electronic Record System.

### **Physical Demands and Work Environment:**

- Volunteer must be able to sit and use their hands for long periods of time; job includes but is not limited to reading, writing, talking on the phone, typing and filing.
- Business casual office attire required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.