Pregnancy Resource Clinic 1984 2024 40

Pregnancy Resource Clinic
Job Posting

Date : August 2, 2024
To : PRC Employees, Volunteers, Supporters
From : Jenny Summers, Executive Director, jenny@scprc.com
Work Location : State College or Lock Haven, PA. (current vacancies)
Position Title : Office Associate
Status : Non-Exempt, Full time, Permanent Position
DMB Class: : D5-1-N
Reporting To : Office Associate, Team Lead
Position Open : Until Filled

Position Summary : The Office Associate has the responsibility of assisting the Office Associate, Team Lead, in performing administrative duties directly related to the general operations of PRC, ensuring smooth, efficient, and timely office operations, overseeing Office Volunteers, covering the front desk as needed, answering phones, ensuring a clean clinic space for all, greeting and dismissing clients, while carrying out the operations of Pregnancy Resource Clinic.

Application Process : If interested in receiving an online link for the application, please email help@scprc.com or call 814-234-7341 with your inquiry. Please have available and ready to upload as part of your application:

- Cover Letter
- Resume
- TWO personal/professional references and ONE pastoral reference
- Clearances: Child Abuse, Criminal, and FBI Clearance
- Any other relevant degrees/certifications
- A handwritten one-page essay entitled "Why I am pro-life and why it matters."

Thank you!

Because you matter,

Jenny M. Summers, Executive Director

Pregnancy Resource Clinic
Job Description

Job Title: Office Associate

FLSA Status: Non-Exempt
DMB Class: D4-1-N
Reports to: Office Associate, Team Lead
Date: August 2024

Objective:

The Office Associate is responsible for assisting the Office Associate, Team Lead, in performing administrative duties directly related to the general operations of Pregnancy Resource Clinic. Major duties involve ensuring smooth and efficient office operations, including overseeing Office Volunteers, covering the front desk as needed, answering phones, checking in clients, and ensuring office-related tasks are completed on a daily basis.

Qualifications:

1. Agrees fully with Pregnancy Resource Clinic's Mission, Faith, and Principle Statements
2. Maintains a consistent life-affirming philosophy and would never refer or advise anyone to have an abortion.
    - When a situation arises where a woman's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child both can be saved.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, as evidenced by letters of reference (BFOQ)
4. Demonstrates proficiency in Microsoft Office Suite, Google Apps
5. Exhibits excellent organizational skills and typing ability
6. Is self-motivated, dependable, and capable of following through on commitments
7. Must possess strong communication skills
8. High School Diploma required, Associate or Bachelor's Degree preferred (Medical Assistant, HDFS, Business Administration, or similar degree)
9. Has at least one year of experience in administration, preferred.

Responsibilities:

Administrative/Office Responsibilities

1. Assists with all open and closing procedures, and at times solely responsible for opening and closing the clinic
2. Assists in overseeing, onboarding, and scheduling Office Volunteers
3. Receive and transfer phone calls as necessary

4. Assists in bulk mailings, including coordinating volunteers to complete the mailings
5. Enter organizational data, including donor, client, staff, and volunteer information.
6. Assist in printing and distributing regular correspondence, including monthly donor receipts and/or letters.
7. Update mailing lists and produce mailing labels as needed
8. Ensure all office areas are clean, tidy, and maintained, daily

Personnel Management & Supervision

1. Assist in giving tours to potential volunteers and/or donors
2. Assist in onboarding volunteers, as directed
3. Oversee volunteer projects as directed

Advocacy

1. Expected to complete Client Care Team training (and future training as assigned)
2. Seek direction from the Site Director and Nurse Manager for the best client advocacy.
3. Serve clients as assigned.

General Duties

1. Report weekly to the Office Associate, Team Lead
2. Attend clinic events and in-services
3. Represent Pregnancy Resource Clinic in public forums, if needed
4. Develop and maintain current Standard Operating Procedures so that others can step in and take over quickly if needed
5. Write articles for publications and appeals as requested
6. Other duties as assigned: Be responsible for other assignments and undertake new initiatives as determined and expected by the Office Associate, Team Lead, Site Director, and/or Executive Director

Supervises: Those assigned by the Office Associate, Team Lead

Time Study: 75% Office Duties, 20% Client Services, 5% Supervisory Duties, 1.0 FTE