Educating, Encouraging, &
Empowering
Men & Women to Make Informed Life Choices

Pregnancy Resource Clinic
Job Posting

Date : September, 2026
To **:** PRC Donors, Employees, Volunteers, and those interested
From : Jenny Summers, Executive Director
Work Location : Pregnancy Resource Clinic, 423 S. Pugh St., State College, PA
Position Title : **Office Associate**
Status : Non-Exempt
DMB Class : D5-1-N
Reporting To : Office Associate, Team Lead
Position Open : Until Filled

Position Summary : 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 include ensuring smooth, efficient office operations by overseeing Office Volunteers, covering the front desk as needed, answering phones, checking in clients, and completing daily office tasks.

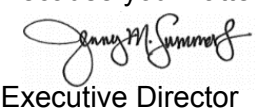
Application Process: If you would like an online application link, please email **help@scprc.com or call 814-234-7341** with your inquiry.

Please have available and ready to **upload as PDFs** as part of your online application.

Do not email or mail these documents:

- Cover Letter
- Resume
- Four Letters of Reference: One (1) personal, two (2) professional, and one (1) Pastoral
- Clearances: PA Child Abuse History Clearance, PA State Police Criminal History (PATCH), FBI Criminal History Check
- Relevant training certificates
- A handwritten one-page essay titled "Why I am pro-life and why it matters."

Because you matter,



Executive Director

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Pregnancy Resource Clinic
Job Description

Job Title: Office Associate

FLSA Status: Non-Exempt
DMB Class: D5-1-N
Reports to: Office Associate
Date: April 2026

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 include ensuring smooth, efficient office operations by overseeing Office Volunteers, covering the front desk as needed, answering phones, checking in clients, and completing daily office tasks.

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 can both 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 and 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 the ability to communicate confidently, have strong written and verbal skills, and enjoy interacting with people.
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.
10. Requires working daily at our State College location, with reliable transportation, as travel is needed/required between both PRC sites (State College and Lock Haven)

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Responsibilities:

Administrative/Office Responsibilities

1. Assists with all open and closing procedures, and at times is 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. Seeks direction from the Site Director and Nurse Manager to fulfill client advocacy duties in accordance with best practices.
3. Serve clients as assigned.

General Duties

1. Report weekly to the Office Associate, Team Lead
2. Attend clinic events and in-services, which include travel to speak, shadow staff, and learn at outside events and trainings
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% O.D., 20% Cli Svcs, 5% Supv. Duties: 1.0 FTE