



## Administrative Assistant

*Hourly position 20 hours per week, flexible*

### *Job Description:*

The Administrative Assistant provides administrative support to the Center Director.

Responsibilities include:

- Sorting mail
- Preparing correspondence
- Preparing and compiling reports
- Maintaining calendars
- Ordering supplies
- Data entry
- Responding to client, donor and other stakeholder enquiries
- Assist with fundraising and community events throughout the year, potentially outside regular office hours
- Other administrative tasks, as needed

### *Qualifications:*

- High school diploma or GED required
- Bachelor's degree preferred
- 2 years experience preferred
- Familiarity with nonprofits or Christian ministry preferred
- Proficient in Microsoft software: Excel, Word, Power point, and Office 365
- Strong organizational skills
- Strong verbal, writing and editorial skills
- Agreement with Salem Pregnancy's Mission Statement, Statement of Faith and Code of Christian Conduct
- Caring attitude
- Excellent people skills
- Must demonstrate high level of trust and integrity and the ability to maintain strict confidentiality

The selected applicant must successfully pass a background check