



Another Way Pregnancy Center

28552 Orchard Lake Road, Ste. 300 • Farmington Hills, MI 48334 • (248) 939-5900 • AWPCFriends.org

Job Description Administrative Assistant

Another Way Pregnancy Center is a Christ-centered nonprofit committed to the sanctity of human life and sharing the Gospel of Jesus Christ in Farmington Hills. Programs offered through the center focus on sexual integrity, fetal development, pregnancy confirmation, parenting education, adoption resources, material support and opportunities for personal growth and restoration. We work in a client- and donor-driven, fast-paced environment where excellent customer service, and respectful, compassionate care is expected.

Summary: The Administrative Assistant's role is to support the administrative elements of the office and provide superior service to donors, supporters, and the public.

Responsibilities

- Incorporate technology including Microsoft Office suite (Outlook, Word, Excel, and Power Point), Little Green Light, Stripe, and Funraise. Implementing future technologies to be more effective and efficient.
- Operate phones and reply to incoming correspondence in a timely and professional manner.
- Maintain a neat and professional workspace.
- Assist donors' online donations, event registrations, ticketing, receipts, questions, etc.
- Prepare mailings and communications to donors including appeals, tax receipts, acknowledgments, event postcards, and center updates in collaboration with the Assistant and Executive Directors.
- Prepare reports on requested donor and event data.
- Manage general AWPC outreach supplies and display (aka the Information Table).
- Assist AWPC team as needed to ensure clients and donors have a positive experience.
- Accurately process all monetary donations and confirm deposit of funds.
- Attend and assist in preparing for, running, setting up, and cleaning up annual fundraising events (currently 3 per year) under Assistant Director.
- Maintain updated donor records and relationships.
- Update supporter website's acknowledgement page.
- Assist in baby bottle drives: copying checks, carrying crates of coins, taking coin deposits, and entering donations and donor information.
- Manage and organize inventory and purchasing of office supplies for the organization and building; print off receipts, assigning the proper fund number for Accountant tracking.
- Provide administrative assistance to Assistant Director, Client Services Director, and Executive Director, and by extension, other staff members as needed.
- Attend weekly staff meetings and monthly meetings with supervisor.
- Office organization and cleanliness
- Update Administrative Assistance procedures annually.
- Order name badges.
- Review company policies annually.
- Optional: help organize staff parties, birthday celebrations.
- Optional: write material for the quarterly newsletter.

Qualifications and Skills

- Minimum of 2 years of administrative office experience in a fast-paced environment (office, hospitality, retail, etc.)
- Associate degree or certificate in business from an accredited college or university
- Maintain a positive, can-do, courteous attitude with donors and co-workers.
- Provide exceptional “customer service” with interest in not only meeting donor needs but establishing and maintaining relationships with them.
- Demonstrate high level of proficiency in MS Office suite, and the ability to learn new technologies to become more efficient.
- Strong communications skills, including written, verbal, and interpersonal.
- Exceptional attention to detail and accuracy of information
- Demonstrate a strong, dependable work ethic.
- Able to operate in an environment requiring high levels of organization, flexibility, resourcefulness, and the ability to multitask.
- Capable of working both independently and as part of a team
- Able to discern appropriate actions when information is not entirely complete.

Preferred

- Bachelor’s degree from an accredited college or university
- Non-profit experience
- Experience supporting management staff.
- Experience with websites and social media

Benefits

- Flexible work schedule
- Friendly work environment
- Christian ministry with meaningful and challenging work
- Simple IRA
- 9 Paid Holidays
- PTO

Job Type: Part time: 15 - 20 hours per week.

The Administrative Assistant will receive a yearly written and oral evaluation.