

PREGNANCY RESOURCE CENTER OF SOUTHWEST FLORIDA (“PRC”)

ADMINISTRATIVE ASSISTANT

Objectives of the position: The Administrative Assistant is a vital support role in our Administrative Office, ensuring the smooth running of that office and headquarter functions.

Dual Reports to: Manager of Finance and Administration

Requirements:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Passionate commitment to the mission and vision of PRC.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Possess excellent communication skills, both written and oral.
- Be self-motivated, well organized, dependable and ability to work independently.
- Proficient in Microsoft Office, especially Word and Excel

Responsibilities:

- Handle incoming donor contributions, including records in eKyros, banking, the preparation of appropriate tax receipts, and reports to management
- Support the Executive Director with event and appointment scheduling and related correspondence
- Support Development team in the planning and execution of support partner events
- Maintain records of PRC equipment for accounting and insurance purposes
- Manage ongoing contractual obligations for software licenses and real estate leases
- Assists in coordination of volunteers in Admin office
- Secretarial role at all staff meetings
- General office support, including preparation of management reports, and support partner correspondence

Last Modified: July 2021
Approved By: Brad Bell