

ASSISTANT DIRECTOR POSITION DESCRIPTION

Primary Objective:

Supports the Director in the general operations of PSIC including client services, office procedures, fundraising, event planning, church relations, and community involvement.

Reports to: Executive Director

Supervises: Volunteers within your areas of responsibility

Status: Part Time Paid Staff, 10-15 hours per week

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the sanctity of all human life
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Experienced in general management of running an office
- Display strong skills in organization.
- Make good critical decisions
- Proficient use of computers and software to complete tasks.
- Be self-motivated, dependable, and responsible with the ability to independently follow through on tasks and details
- A minimum of a high school education or GED is required.

Team Management:

- Assist in training and encouraging volunteers
- Support Director's leadership and maintain team unity
- Provide accountability and oversight to volunteers when Director is not present

Client Services:

- Answer phones and schedule appointments when needed (may include occasional after hours)
- Oversee and ensure the quality of all client service activities
- Oversee client recordkeeping for communications, data entry, and filing monthly reports.
- Design and utilize a method of following up with clients counseled
- Work with Director to develop written/visual materials for volunteer recruitment purposes
- Counsel clients when no Client Advocate is available
- Provide timely and written evaluations of client service volunteers
- Plan and facilitate volunteer meetings as changes are being implemented
- Work with Executive Director to plan volunteer appreciation events

Development/Fundraising:

- Assist with organizing and preparing for PSIC's annual fundraising events
- Assist with distributing and collecting baby bottles
- Maintain current list of donor/volunteer email addresses
- Assist with Newsletter and mailing
- Assist the Director with performing office administrative duties, as requested
- Conduct prospect research for PSIC; devise and implement specific strategies to develop relationships with individual donors, businesses, and churches; cultivate these relationships to expand the ministry's donor base
- Recruit Church Liaisons and maintain an ongoing relationship with them

Computer Operations:

- Update general mailing list and produce mailing labels or lists, as needed by the Director
- Ensure marketing materials are professionally designed and properly represent PSIC
- Maintain a mainly client-oriented online presence, which may include Facebook, official center webpages, or other social media accounts

General Responsibilities:

- Help maintain clean and organized work spaces
- Assist in the ordering/purchasing of needed office or development supplies
- Other duties as requested by the Director

Last Modified: March 21, 2023

Prepared By: Morgan Hoppe, Executive Director

Approved By:

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Pregnancy Services of Ionia County.

A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at PSIC.
2. It does not constitute an employment contract with PSIC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of PSIC.

I understand and agree that my employment with Pregnancy Services of Ionia County is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____