



Job Description

Position: Administrative Assistant
Division: Administration
Supervisor: Office Manager
Category: 24-28 hours (Hourly)

Description: The Administrative Assistant for the Fort Worth Pregnancy Center will undertake administrative tasks, ensuring the Office Manager and Development Director have adequate support to work efficiently.

Requirements: Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must exhibit a strong commitment and dedication to the pro-life position and sexual purity. Must agree with and be willing to uphold the Statement of Faith and policies of the Center.

Qualifications: The ideal candidate will be a strong servant-leader, a self-starter, highly organized, with excellent verbal and writing skills. Manage details well, maintain a positive attitude. Must be competent in Word and Excel; training will be provided on CRM and Donation Platform. Must be able to manage confidential information with integrity.

Donor Relations

- Review incoming donations in CRM for follow-up actions.
- Enter donation checks into donation platform.
- Update donor address info based on mail service returns.
- Research potential gifts for donors.
- Assist with planning/managing donor events, including follow-up.
- Assist with donor emails by sending client stories and prayer request.
- Maintain donor and client confidentiality.
- Provide regular donation reports for DD and CEO.

Essential Functions:

- Receive, sort, and distribute the mail as needed.
- Research new grant opportunities as directed by DD.
- Attend Community fairs, church mission fairs, etc., serving as a liaison for the Center to the community as needed
- Assist in coordinating activities of volunteer groups (church workdays, cleanups, etc.)
- All media inquiries will be handled professionally, referring the caller or visitor to the CEO.



- Assist OM and DD with the preparation of regular reports to Board of Directors, national affiliates (NIFLA, Care Net, etc.) and local churches and organizations that provide support.

Care of Clients

- Counsel with clients who need spiritual support as needed throughout the week.

Staff Relations

- Assist Office Manager and Development Director as needed.
- Participate in annual evaluation process, including setting of goals and self-assessment.
- Encourage harmony and unity within the staff and volunteers; participate in staff meetings. Cover everything in prayer.

Employee Signature/Date

Office Manager Signature/Date

CEO Signature/Date