



In Search of an Assistant Director

GENERAL JOB DESCRIPTION

Assist the Director in their job duties. The Assistant Director has the responsibility for the day-to-day operation of the pregnancy center. This includes the training and management of all volunteers, oversight of the "Boutique" and the implementation of necessary programs to meet client needs. Reports to the Director. Responsibilities of the Assistant Director position are split into five (5) categories: Administrative, Financial, Client Services, Training, and Boutique/Material Assistance.

ADMINISTRATION

Make prayer an integral part of the day-to-day operation of the pregnancy center; formulate and revise operational policies and procedures necessary for consistent operation, with Director approval; handle routine business calls that don't require Director assistance; interact with Director to relate client or staff needs, progress of center, problems, goal-setting and implementation; provide monthly and year-end client statistical reports to the Director; oversee all volunteers and maintain the "monthly schedule" making sure all shifts are being served by two volunteers; be responsible for the appearance of the office including the counseling rooms and store rooms, delegating help to keep it neat and clean; assist the Director in preparing an agenda for each Board of Directors meeting and provide all necessary information to all Board Members before meeting; maintain close communication with the Director regarding center functions; assist with and/or attend events, fundraisers and speaking engagements as required by the Director; assist the Director with production of a newsletter and all email or hard copy communications as needed; and maintain updated Church, Donor and Church Liaison Databases.

FINANCIAL

Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance; develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures; maintains subsidiary accounts by verifying, allocating, and posting transactions; balances subsidiary accounts by reconciling entries; maintains general ledger by transferring subsidiary account summaries; balances general ledger by preparing a trial balance; reconciling entries; maintains historical records by filing documents; prepares financial reports by collecting, analyzing, and summarizing account information and trends; complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions; and contributes to team effort by accomplishing related results as needed.

CLIENT SERVICES

Oversee and maintain client programs and support services offered by the center; provide peer counseling and services for clients when staff or volunteers are not available. (Therefore, the Assistant Director must be a trained counselor.); help maintain and update the referral resources for volunteer and client use; evaluate, select, and maintain educational materials and resources for client use, with help of Director; lead prayer time at the beginning of each shift; be available to minister to the needs of the volunteers; and work with the Nurse Manager and Medical Team to ensure continuity of service.

TRAINING

Assist in conducting volunteer training seminars; assist in recruiting, selecting, and interviewing possible volunteers for the ministry; conduct and supervise the orientation of new volunteers; provide necessary supervision of the in-service training program as set forth in the policies and procedures manual; and schedule, coordinate and assist in arranging and teaching the volunteer meetings.

BOUTIQUE/MATERIAL ASSISTANCE

Supervise and maintain the stocking and running of the material assistance Boutique; supervise the Volunteers in the maintenance and tracking of all inventory, donations and purchases for the Boutique; and report Boutique Statistics to the Director monthly with updates being given weekly regarding the Boutiques maintenance.

Unspecified Duties: Any and all other duties assigned by the Director.

QUALIFICATIONS

Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord; exhibit strong commitment and dedication to the pro-life position and sexual purity; agree with and be willing to uphold the Statement of Faith, and policies of the center; have one year experience as a volunteer in some ministry capacity; exhibit skill in interpersonal communication, public speaking, and problem solving; be able to provide some spiritual leadership, discipleship, and support to the volunteers; be able to carry out responsibilities with little or no supervision; working knowledge of Microsoft Word, Excel, and Quickbooks programs and willingness to learn other software and programs as needed; and business/administrative experience required. College degree preferred. Practical work and/or volunteer experience may be considered.

The above describes the general nature of the job and is not an exhaustive list of all the duties, responsibilities, knowledge, skills, abilities and working conditions.

Submit resumes to resumes@savalifems.org.