

FRONT DESK RECEPTION / OFFICE ADMIN POSITION DESCRIPTION

Objectives of the Position: As an ambassador of Jesus Christ, to promote a positive impression of Daybreak Life Care Center by assisting those making contact via email, phone, chat, in person, or through other means. In addition, this position supports the smooth functioning of the agency by assisting with administrative and clerical tasks in the main office.

Reports to: The Center Director

Status: [Non-Exempt], [Full-time]

Minimum 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 Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Be able to respect and keep information confidential
- Complete receptionist and office admin training
- Have a friendly, clearly understood voice and be able to interact positively with Daybreak Clients and Donors
- Be dependable and committed to the pregnancy center ministry available for a Monday – Friday schedule working occasional weekends
- High School Diploma or Equivalent

Preferred but Not Required Qualifications:

- Experience in a Similar Role
- Fluent in speaking Spanish

Essential Functions:

- Answer phone and route calls
- Schedule appointments according to the guidelines and procedures of the pregnancy center
- Greet clients, keep them apprised of any delay in appointments, and ensure a pleasant experience
- Instruct client to read and complete initial forms and collect exit/feedback forms
- Perform clerical duties as assigned including managing data entry, filing, office supply replenishment
- Assist Volunteers with client needs
- Support in Lab as needed
- Contribute as needed to Daybreak events such as but not limited to the Annual Fundraising Banquet and 5K Fundraiser
- Perform opening or closing duties, as necessary
- Attend volunteer in-service meetings

Last Modified: [2_23_2026]

Prepared By: [Daybreak Personnel Committee]
Approved By: [Brennan Aschleman], [Board Vice Chair]

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at [Center]. 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 [Center].
2. It does not constitute an employment contract with [Center].
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 [Center].

I understand and agree that my employment with [Center] 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:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File