



## Administrative Coordinator

A part-time Administrative Coordinator with a desire to serve with excellence is needed to work in the Administrative and Client Services area of the ministry.

The desired candidate should be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord. A strong commitment and dedication to the pro-life position and to sexual purity is essential. This person will coordinate and oversee all administrative aspects of the organization as well as provide support to the Client Services Manager with daily client and volunteer aspects of the ministry. Scheduling and coordinating all details of client appointments will be necessary. Accuracy, professionalism strong computer skills, and an ability to maintain confidentiality are among the attributes that are needed.

**Clearances needed:** The Administrative Coordinator must provide successful completion of a Pennsylvania Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Fingerprinting prior to employment.

### **This position requires the following skills/abilities:**

1. Proficiency in the use of Microsoft Office applications, particularly, Word and Excel and data base navigation are required. Knowledge of Publisher, and Power Point are preferred.
2. Be adept in the use of other office technology copiers, printers, etc.
3. Possess excellent interpersonal and client relational skills.
4. Be adept in answering phone calls, questions, and provide answers/solutions as appropriate.
5. Be adept in the use of social media platforms.
6. Be able to multi-task in a fast-paced, client service organization, and work both independently and as part of a team.
7. Detail-oriented and well organized, possessing strong interpersonal and communication skills.
8. Be able to assist with the maintaining of records and writing of communications.
9. Ability to lift and carry 15 to 20 pounds and go up/downstairs (30% of the time).
10. Scheduling of medical and educational classes and event management.

### **The duties of this position include, but are not limited to:**

1. Provides direct support to the CS Manager and Executive Director
2. Work alongside other administrative staff providing direction and coordination of tasks.
3. Interact closely with volunteers and clients ensuring their needs are met.
4. Disseminate information to volunteers and staff as requested by the CS Manager.
5. Maintain Materials needed for CARE Program
6. Maintain and prepare reports on volunteer and client information for communication to business office.
7. Create and update client charts, office forms and data entry.
8. Filing of confidential records including following retention policies.
9. Coordinate the volunteer application process and annual paperwork tracking.
10. Represent the center in the community as delegated by the CS Manager and Executive Director

Please send a cover letter with your resume and your desired rate of pay to Executive Director at [office@humanlifeservices.org](mailto:office@humanlifeservices.org), or mail to 742 S. George St., York, PA 17401 (mark "Confidential" to the attention of Executive Director).

*May 2024*