



## 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 client administrative aspects of the ministry as well as provide support to the Client Services Manager. 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. Bilingual abilities are an asset to the role, but not required.

**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. Possess excellent interpersonal and client relational skills.
2. Focused, detail-oriented, well organized
3. Possess strong interpersonal and communication skills.
4. Able to multi-task in a fast-paced, client service organization. working independently and as part of a team.
5. Confident in answering phone calls, questions, and provide answers/solutions as appropriate.
6. Possess excellent scheduling capabilities for medical and educational classes, and event management.
7. Able to maintain excellent client records and possess written communication skills.
8. Requires proficiency of Microsoft Office applications, Word, Excel, PowerPoint, and database navigation a Knowledge of Publisher, and Canva are preferred.
9. Be adept in the use of social media platforms.
10. Be adept in the use of other office technology, copiers, printers, etc.
11. Ability to lift and carry 15 to 20 pounds and go up/downstairs (30% of the time).

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

1. Provides direct support to the CS Manager and Executive Director
2. Works 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 resume 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). Salary is commensurate with experience and skill level.

*November 2024*