

# **The Unexpected Pregnancy Center**

## **Administrative Assistant**

**Objective:** The Administrative Assistant will provide administrative support for the organization and report to the Executive Director. Applicants must meet minimum qualifications. The organization is looking for a motivated and committed individual whose beliefs agree with our Statement of Faith & Principles.

### **Minimum Qualifications:**

High School Diploma or GED

Proficient in MS Word, Excel, and other basic computer programs.

Detail oriented in data entry to maintain records and accurate reporting.

Skilled with modern office practices, procedures, and office equipment.

Ability to work independently and carry out assignments as instructed.

Ability to prioritize and complete tasks in a timely manner.

Ability to work well with all members of the organization, courteously and cooperatively.

Ability to communicate effectively using proper phone etiquette.

### **Preferred Qualifications:**

1-3 years of office assistant experience.

Excellent skills with database platform and other office software. Experience in public service, through church, community, or previous work. Marketing and/or promotional abilities for event planning.

**Description:** The Administrative Assistant will work closely with the Executive Director in general office support. Responsible for accurate and detailed record keeping and reporting. Provides donor support and acknowledgment. Assists with receptionist duties as needed. Supports planning of client services, programs, and events. Maintains office supply levels and assists with facility upkeep. Opportunities to be certified as a Medicaid Advisor and/or Client Advocate. \*Full, detailed description to be provided at the time of job offer.

**Status:** Non-Exempt - 30 Hours Per Week

### **Benefits:**

Hourly Pay (dependent on skill level and experience) 10 Paid Holidays (designated by the organization) Paid Time Off (eligible after 6 months)

Please submit your completed applications to [info@unexpectedpc.com](mailto:info@unexpectedpc.com) or 117 E. Pershing Street, New Iberia, LA 70560.

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