

The Unexpected Pregnancy Center

Position Available: **Administrative Assistant**



Objective: The Administrative Assistant will provide administrative support for the organization. Applicants must meet minimum qualifications. The organization is looking for a motivated and committed individual who agrees with and abide by the Mission Statement, Statement of Faith, and Code of Conduct of the UPC.

Schedule: 30 hours workweek (Monday-Thursday 8:30am-4pm; Friday 8:30am-noon)

Hourly Rate: \$12-\$14 per Hour. Determined by experience and capabilities.

Benefits: IRA Plan and Paid Time Off (eligible after 6 months)

Location: New Iberia, LA

Qualifications:

1. High School Diploma or GED
2. Previous administrative, clerical, or office experience.
3. Detail-oriented in data entry to maintain records and accurate reporting.
4. Skilled with modern office practices, procedures, and office equipment. Proficient in MS Word, Excel, Outlook, and other basic computer programs.
5. Strong organizational and time management skills.
6. Excellent written and verbal communication skills, including professional phone etiquette.
7. Ability to multitask, work independently and prioritize tasks effectively.
8. Respect and protect client confidentiality without judgment or criticism.
9. Ability to work well with all members of the organization, courteously and cooperatively.

Description: The Administrative Assistant will work closely with the Executive Director in general office support. This role is vital in ensuring smooth day-to-day operations and maintaining accurate records. The Administrative Assistant supports client services, programs, and events, provides donor support and acknowledgment, and assists with receptionist duties as needed. Additionally, this role maintains office supply levels and assists with facility upkeep.

How to apply?

Visit our website at <https://upcfriends.com/jobs> for an application.

Submit your completed application to info@unexpectedpc.com