OFFICE MANAGER

The Office Manager is responsible for daily operations of The Lighthouse Pregnancy Care Center (LPCC). This includes implementing the policies and procedures approved by the Board of directors within the parameters of the budget, and actively working with the Center Manager.

Salary, 15 hours weekly.

Reports to LPCC Board

Qualifications

* Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is committed to the sanctity of human life.
* Active participation in local Bible teaching church.
* Demonstrate Godly leadership by maintaining personal, professional, and spiritual health.
* Agree with and uphold the Mission Statement, Vision Statement, Statement of Faith, Statement of Principles, and By-Laws of LPCC.
* Adhere to and follow the policy and procedure manual.
* Must honor confidentially.
* Flexible and compassionate spirit.
* Excellent communication skills.
* Make critical decisions with discernment.
* Minimum of high school education. Life experiences in child development, education, or social services is preferred.
* Ability to organize and coordinate multiple projects and complete data.
* Proficient use of computers and software to complete tasks.
* Available for center related crisis outside of business hours.

Supervision

* Working actively with the Client Services Manager to keep the ministry on target to achieve goals and mission objectives.
* Recruit and encourage volunteers.
* Provide accountability and oversite to volunteer team when Client Services Manager is not present.

Administrative

* Attend workshops, conferences, seminars as offered by the board.
* Attend monthly Board meetings and other special meetings. Write a monthly report for Board.
* Help develop annual program budget and present to Board.
* Working with Client Services Manager on developing and maintaining a relationship with churches, community agencies, physicians, and adoption agencies. Coordinate services/referrals, as necessary.
* Maintain and order office supplies.
* If needed, help with intake and distribution of baby and maternity items.
* Provide direct services to clients when needed.
* Help coordinate and maintain social media sites.
* Help coordinate quarterly newsletters.
* Report to Board on any facility maintenance needed.
* Work closely with the Client Services Manager on developing and updating church contacts and other community groups.
* Working with the Client Services Manager representing and promoting LPCC and the mission, through speaking engagements, attending community meetings and social events, etc.
* Assist Client Services Manager in creating flyers, logos, and other promotional materials for programs and events.
* Assist Client Services Manager and the LPCC Board in fundraising events.
* Handle business correspondence-daily routine business calls, phone calls, setting appointments as needed, process mail, prepare bank deposit, process invoices, awareness, and responsibility for budget.
* Maintain business files, including church contacts and donor contacts. Work with churches on donations, baby bottle blitz contributions.
* Maintain a good relationship with donor thank you notes.
* Write grants if needed to support ministry’s programs.
* Building security-windows and doors locked.