



Assistant Center Director Job Description

Reports to: Center Director

Basic Function: Assist Center Director in all areas of center operations and supervise the center in the Director's absence. Function as the main support person to the Center Director.

Qualifications & Expectations

1. A committed Christian who has and demonstrates having a personal relationship with Jesus Christ as Savior and Lord.
2. A regular attender/member in good standing of a local, Bible-believing church.
3. Strong commitment and dedication to the sanctity of human life.
4. Agreement with and willingness to uphold the Statements of Faith and Principle and policies of the center.
5. Skilled in interpersonal communication, public speaking, problem solving and trouble-shooting.
6. Proficiency in Microsoft Office applications and basic computer operations.
7. Self-motivated, dependable, and displaying strong follow-through with details and tasks.

Responsibilities

I. Client Services

- Receive phone calls and schedule appointments.
- Counsel clients.
- Mentor clients in our Earn While You Learn parenting program.

II. Clerical Responsibilities

- Enter client information and data in eKyros software.
- Maintain an efficient office filing system.
- Order brochures as needed.
- Purchase/order office supplies as needed.

III. Support to Center Director

- Help evaluate overall function of the center and implement improvements with appropriate approval.
- Support volunteers by listening, praying and de-briefing after client sessions when Center Director is absent.
- Supervise center when Center Director is absent but hold decisions that should be made only by the Center Director.
- Assist Center Director in community outreach, public relations and recruitment as needed.
- Analyze center's clerical and administrative procedures and practices with a view towards developing &/or improving existing policies and procedures.
- Other duties as assigned by Center Director.

I have read and understood the responsibilities expected in the above job description.

Employee Signature: _____

Date: _____