



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. (John 3:16; Matthew 7:16&20)
2. A regular attender/member in good standing of a local, Bible-believing church. (Acts 2:42-47; Hebrews 10:24-25)
3. Strong commitment and dedication to the sanctity of human life and sexual activity within the confines of marriage. (Genesis 1:27; Psalm 139:13-16; I Cor. 6:18-20)
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.
- 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 and Director of Centers.

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

Employee Signature: _____

Date: _____