



the PREGNANCY CENTRE

- OFFICE ADMINISTRATOR | Role Description -

OBJECTIVES OF POSITION:

The Office Administrator will provide practical and administrative support to *The Pregnancy Centre* (TPC) clients, staff, programs, and services.

KEY RESPONSIBILITIES:

- Welcomes clients and visitors and directs them to relevant office personnel/services
- Complete initial client intakes under the supervision of the Client Services Director
- Assist and support clients while in the centre
- Clerical duties such as answering phone calls, responding to emails, preparing documents, office correspondence, and memos
- Coordinating and managing appointments and meetings for centre and for staff
- Accurately update and maintain client and donor database
- Manage volunteer inquiries in collaboration with the Client Services Director
- Support the delivery of all TPC programs and services
- Purchase all centre supplies and monitor inventory
- Manage communications with external IT support services
- Manage communication with Property Management
- Prepare PRC manuals, certificates, and training materials
- Oversee the maintenance of office facilities and equipment
- Provide administrative support to fundraising activities

QUALIFICATIONS & CORE COMPETENCIES:

- Ability to establish and maintain effective working relationships internally and externally with staff, management, volunteers, suppliers, community partners, and stakeholders
- Superior organization and time management skills; ability to multitask and meet deadlines
- Intermediate knowledge of Microsoft Suite
- A high level of attention to detail and creativity
- Demonstrated aptitude for working as part of a collaborative, creative team
- Strong and effective interpersonal and communication skills
- Demonstrated understanding of non-profit organizations through work or volunteer experience



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PERSONAL VALUES:

- Ability to work effectively with people of various abilities, life situations & cultural backgrounds
- Trustworthy & respecting of sensitive issues ensuring client confidentiality
- Demonstrates empathy and has a passion for supporting people and families
- Agrees with and uphold *The Pregnancy Centre's* Core Documents & Policies
- A self-directed learner who seeks out opportunities to improve their skills and the contribution they make to TPC's success
- A team player who has a positive attitude and desire to contribute to the overall effectiveness of TPC, its programs, staff, volunteers, and community partners in fulfilling our mission

Hours: Part-time, 20 hours/week

Remuneration: TBD

Accountability: reports to the Client Services Director

Please submit a resume and cover letter explaining why you are a great fit for this position. Only those applicants selected for an interview will be contacted.

To apply, please email rebecca@pregnancycentre.ca

Application Deadline: December 31, 2020

Accessibility accommodation is available upon request.

The Pregnancy Centre is committed to the protection of children - all offers of employment will be conditional upon the successful completion of reference checks and a Police background check.