Hope Pregnancy Center
OBHC

ADMINISTRATIVE ASSISTANT

Helping children. Providing homes. Supporting families. **Bringing Hope**.

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Hope Pregnancy Centers are a faith-based, non-profit, life-affirming ministry of OBHC offering pregnancy tests, pregnancy option education, ultrasounds, parenting & fatherhood programs and post abortion ministry. All services are free and confidential.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith

Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

HPM Purpose Statement

To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

JOB DESCRIPTION SUMMARY

Hope Pregnancy Center Administrative Assistant will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is part-time. The employee is expected to work 28 hours per week and will receive hourly compensation based on those hours.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of ***'direct patient care or direct childcare'*** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Hope Pregnancy Center, 10327 N May Ave., Oklahoma City, OK 73120

Reports To: The Hope Pregnancy Center Director

SPIRITUAL QUALIFICATIONS

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

QUALIFICATIONS

1. High school diploma, or equivalent.
2. Organizational and administrative skills and experience.
3. Proficient in Microsoft 365 (Specifically Teams, Outlook and SharePoint).
4. Data Entry experience helpful.
5. Ability to communicate effectively with staff, clients, leadership and volunteers.
6. Flexible team player.

KEY RESPONSIBILITIES

Administrative Support

1. Assist volunteers in director's absence.
2. Maintain volunteer roster.
3. Assist HPC Director in volunteer recognition.
4. Serve as a back-up for Client Care Coordinator in general reception duties including greeting clients and answering the phone.
5. Be responsible for timely, accurate client data entry.
6. Train volunteers to assist in data entry.
7. Record daily statistics and prepare weekly and monthly statistical reports.
8. Open and close center as needed.
9. Process ingoing/outgoing mail according to financial procedures set by OBHC corporate office.
10. Receive and receipt gifts-in-kind donations according to financial procedures set by OBHC corporate office.
11. Maintain confidentiality of all donors and donations according to OBHC financial procedures.
12. Assist HPC Director in accounts payable and related reports.
13. Maintain inventories (office, cleaning, clinic supplies and client resources).
14. Maintain supply of needed forms and stock materials in client rooms.
15. Fill in as shopkeeper when needed.
16. Lead visitor tours when needed.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Keep OBHC Property and Vehicles Clean and Well Maintained
2. Report all damage and accidents to the administration.
3. Keep allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained.
4. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Dress modestly, appropriate to activities and office standards.
2. Represent OBHC at public events when requested.
3. If provided, use the OBHC credit card responsibly, with approval and timely documentation.
4. Meet all OBHC policy qualifications unless otherwise noted.
5. Model Christ-like behavior in words and actions with staff, donors, Board members, volunteers, residents, and families.
6. Pursue fellowship and community with staff.
7. Complete other tasks as assigned by supervisor.