



**Job Description: Assistant to the Center Director**

**Position Summary:** The Assistant to the Center Director will assist with the day-to-day operation of Agape Women's Clinic; this includes the oversight of administrative and secretarial tasks.

**Reports to:** Center Director

**Time Commitment:** 24-30 hours/week; Some evening and weekend hours required

**Job Specific Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Be an active member, in good standing, with a local church.
- Exhibit strong commitment and dedication to the pro-life position.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the clinic.
- Have experience in an administrative position with direct experience in supervising staff.
- Have strong interpersonal skills, oral and written communication skills, and organizational skills.
- Be proficient in the use of Microsoft Office and comfortable with technology.
- Be able to carry out responsibilities with little or no supervision.
- Be comfortable working in a fast-paced environment.
- Work as a part of a team to carry out the mission of Agape.

**Responsibilities:**

- Work with the Center Director to produce objectives to accomplish Agape ministry goals.
- Ensure that policies and procedures are followed to provide quality service to clients.
- Maintain a kind, hospitable environment in the office with staff, volunteers, and clients.

**Administrative:**

- Serve as office secretary/receptionist and ensure client first impressions are positive.
- Help prepare for the building for services, shift meeting/prayer, and receive clients.
- End of day: Ensure building is clean, doors are locked, and alarm is set.
- Maintain appropriate files related to all assigned tasks.
- Help with data entry.
- Perform other duties as assigned by the Center Director.

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**EMPLOYEE ACKNOWLEDGEMENT:**

I have read and understand the position description for the position I hold at Agape Women’s Clinic. A copy of the position description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Agape Women’s Clinic.
2. It does not constitute an employment contract with Agape Women’s Clinic.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.

I understand and agree that my employment with Agape Women’s Clinic is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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