



**Job Title:** Administrative Assistant

**Reports to:** Center Director in Kalamazoo

**Full time hours** 36+ a week

**Profile**

- High School Diploma or GED
- Exhibits excellent organizational skills
- Self-directed and able to carry out responsibilities with little supervision
- Excellent communication skills
- Proficient in Word and Excel

**Responsibilities:**

- Clinic:
  - Receive clients and any visitors while managing the daily phone
  - Communication with clients including scheduling and appointment reminders
  - Preparing client files for all services including sending videos and preparing mobile intake forms
  - Maintain inventory of clinic supplies and order as needed in conjunction with the Clinic Coordinator
  - Assist in keeping local “ Client Resource Book” updated and stocked
  - Responsible for leading & training volunteers in reception duties, cleaning or stocking during non-advising time
  - Receive all material donations, write thank you notes, assists with getting donations to sorting area
  - Assist in preparing for volunteer inservice trainings



- Administration:
  - Maintain inventory for the office and kitchen needs
  - Assist in prep for meetings including scheduling and meal planning
  - Assist other staff with tasks as able and requested
  - Enter all financial donations into donor base, preparing and mailing donor receipting and deliver deposit to the bank
  - Submit monthly report to Center Director
  - Attend all staff meetings
  - Assist Executive Director in coordinating and responding to building concerns and maintenance needs

#### **Requirements:**

- Full agreement with Alternatives' Statements of Faith, Mission, Principles and Values
- Has a personal relationship and commitment to Jesus Christ
- Regular attender at a Bible-based church

#### **Compensation:**

- Vacation benefits
- Holiday pay
- Sick time
- 2 Spiritual Renewal Days