



ADMINISTRATIVE ASSISTANT

Mission Statement	Women's Resource Medical Center of Southern Nevada exists to save the lives of unborn children by sharing the love of Jesus Christ through spiritual, physical, emotional and educational support of our clients.
Objective	Administrative Coordinator essential function is to support the Client Services Manager in clerical and administrative duties.
Key Responsibilities	<ul style="list-style-type: none"> • Provides administrative support for the department manager • Monitors and prepares internal reports for management • Updates data for departmental files and databases • Establishes and maintains physical and electronic records • Resolves administrative problems by analyzing information identifying and communicating solutions
Reports to	Client Service Manager
Personal Development	<ul style="list-style-type: none"> • Consistent follow through on commitments • Develop "team-mindset" to create a cohesive process • Self-motivated, steadfastness, faithfulness, and confidence in the Word of God with the ability to speak its truth in love
Skills and Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent • Personal, professional and public integrity • Grammar and spelling skills • Strong interpersonal skills • Ability to work in fast paced setting • Detail -oriented • Excellent time management and organizational skills • Ministry experience and/or community involvement (a plus) • Bilingual (a plus)
Prerequisites and Requirements	<ul style="list-style-type: none"> • Meet with Client Service Manager for initial direction • Willing to complete a background check • In agreement of WRMCSN statements: Mission/Faith/Vision/Commitment/Principal/Care • Completion of Personal Advocate Training • Experience of 15+ Personal Advocacy sessions • Attend mandatory Volunteer in Service Trainings (minimum of 2 trainings, per year) • Participate in Quality Assurance Reviews via Reverse Shadow Methods and apply recommendations



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	<ul style="list-style-type: none"> • Adherence to all applicable policy and procedures of WRMCSN
Time Commitment	<ul style="list-style-type: none"> • Minimum of 10 hours per month as PA or Counselor • 12 month commitment

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability and that I will receive support and appreciation from WRMCSN staff.

Volunteer name (Please print)

Volunteer Signature

Date

WRMCSN Staff Partner (Please print)

WRMCSN Staff Partner Signature

Date