



Office Assistant (Part-Time)

****Position Summary****

The Office Assistant supports the daily operations of the Pregnancy Resource Center by providing administrative, clerical, and front desk assistance. This part-time role (approximately 20 hours per week) is scheduled Monday through Friday, 8:30 AM to 1:30 PM. The ideal candidate is compassionate, organized, and committed to the mission of supporting women and families facing unplanned pregnancies.

****Key Responsibilities****

- Greet clients, volunteers, and visitors with professionalism and warmth; provide front desk coverage and manage office traffic.
- Answer and direct phone calls, respond to general inquiries, and route messages appropriately.
- Assist with scheduling appointments and maintaining calendars for staff and volunteers.
- Maintain general office appearance, including organizing common areas and ensuring supplies are stocked. Light housekeeping such as sweeping and vacuuming on an as needed basis.
- Handle incoming and outgoing mail; sort, prioritize, and distribute correspondence as needed.
- Support data entry and record-keeping, including maintaining client, donor, and volunteer databases.
- Prepare meeting materials and assist with meeting logistics, such as reserving space and organizing refreshments.
- Provide basic support for office equipment and coordinate service calls when necessary.
- Assist with special projects, events, and fundraising activities as assigned.

- Uphold confidentiality and demonstrate sensitivity when handling client and donor information.
- Perform additional administrative duties as assigned by the Center Director or designated supervisor.

****Qualifications****

- High school diploma or equivalent required; some college or relevant coursework preferred.
- Previous experience in an administrative, office assistant, or receptionist role is preferred.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and basic computer skills.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills; ability to interact compassionately with clients and the public.
- Ability to maintain confidentiality and exercise discretion with sensitive information.
- Alignment with the mission and values of the Pregnancy Resource Center.
- Ability to work independently and as part of a team.

****Work Schedule****

- Part-time, approximately 20 hours per week.
- Monday through Friday, 8:30 AM – 1:30 PM (some flexibility may be required for special events).

****To Apply****

Please submit your resume and a brief cover letter explaining your interest in the position and alignment with our mission to info@twoheartsprc.org, subject line: Resume

Any questions regarding the position can be directed to the email address noted above.