

Lane Pregnancy Support Center

Executive Administrative Assistant Job Description

Posting Date: March 21 2010
Closing Date: Open until filled
Position Title: Executive Administrative Assistant of Lane Pregnancy Support Center
Job Type: Part Time
Reports To: Executive Director

Description & Responsibilities: **Administrative/Office**

1. Personnel file management and HR responsibilities.
2. Office Management and organization.
3. Provide clerical office work for the Client Service Directors to delegate to volunteers
4. See that all correspondence (newsletters, schedules, forms, and monthly donor letter) is assembled, typed, copied, and mailed on a timely basis and oversee content in regards to accuracy and professionalism
5. Oversee inventory control of office supplies
6. Update all forms, files, and manuals as advised by Executive Director
7. Receive all calls relating to office management and answer calls when needed.
8. Oversee newsletter printing publishing and mailing.

Computer Operations

1. Provide monthly and yearly donor list information and oversee thank you letters.
2. Update general mailing list and manages data bases.
3. Produces data reports as requested by the Executive Director
4. Implementation of data entry of annual fundraising events, including reports and billing procedures.
5. Coordinate the gathering and stuffing of materials for bulk mailings, with the office volunteers
6. Assist Executive Director, as needed and time available, with word processing needs

Public Relations

1. Participate in planning fundraising events, as requested by Executive Director.
2. Participate in meetings with other organizations related to the needs of clients, as requested by the Executive Director

Minimum Qualifications:

1. Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and agrees with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center
2. Exhibits commitment and dedication to the pro-life position and sexual purity
3. Experienced in office operations and general management of running an office
4. Has strong computer skills and a working knowledge of Microsoft office and exhibits excellent organizational skill and types 50 wpm
5. Is self-motivated, dependable, and responsible. Able to sit, stand, bend, lift 20 lbs.

Application Procedure:

1. All applicants will need a resume, completed application and two completed reference forms.
2. Applications may be downloaded on our web page www.Lanepregnancy.org
3. Mail or e-mail completed applications to Julie Nothwang at Julie.lpsc@gmail.com or Mail 142 East 13th Eugene Oregon 97401. Question call or e-mail Julie at 541-485-8662.



**LANE PREGNANCY SUPPORT CENTER
EMPLOYMENT APPLICATION**

For Office Use Only
Employment Application for _____
Position: _____
Date: _____

Name: _____ Position: _____
First Last Middle Initial

Address: _____ Phone: _____
Number & Street City State Zip code

Email: _____ Are you over 18 years old? Yes ___ No ___

Are you legally eligible for employment in the United States? Yes ___ No ___
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been convicted of a crime other than a minor traffic offense? *(including while in the military)*
 Yes ___ No ___ If yes, explain: _____

Education:

High School: 1 2 3 4 School Name: _____
Number of years completed (check one)

Diploma: Yes ___ No ___ G.E.D.: Yes ___ No ___

College and/or Vocational School: Yes ___ No ___ Number of years completed: 1 2 3 4 5 6 7
(circle one)

School Name: _____ Address: _____

Major: _____ Degrees Earned: _____ Date: _____

Please describe other training or degrees on a separate sheet of paper

Employment History:

List most recent employment first.

May we contact your current employer? Yes ___ No ___

Employer: _____ Date of employment: From _____ To _____

Address: _____ Phone: _____ Email: _____

Position/Duties: _____ Salary _____

Supervisor name: _____ Reason for leaving: _____

Employer: _____ Date of employment: From _____ To _____

Address: _____ Phone: _____ Email: _____

Position/Duties: _____ Salary _____

Supervisor name: _____ Reason for leaving: _____

Employer: _____ Date of employment: From _____ To _____

Address: _____ Phone: _____ Email: _____

Position/Duties: _____ Salary _____

Supervisor name: _____ Reason for leaving: _____

Additional Information:

1. What is your reason for seeking employment here? _____

2. What special skills, talents, gifts or personality traits would you bring to this ministry? _____

3. This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide crisis pregnancy services in this community. Please write a brief statement about how your faith would affect your work if hired.

References:

Please provide at least two employment references and at least two personal references.
Please provide reference forms to two people, one being your pastor or elder.

Name	Address	Phone #	Years Acquainted	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____



APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I give permission to my prospective employer to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors. I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions made based upon such information. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies and rules of my prospective employer. However, I understand that neither the existence of such policies and rules nor anything said during my interview process shall be deemed to create an express or implied employment contract. I UNDERSTAND THAT ANY EMPLOYMENT THAT MAY BE OFFERED TO ME WILL BE FOR AN INDEFINITE DURATION AND ON AN AT-WILL BASIS. I understand that either my prospective employer or I will have the right to terminate any such employment at any time with or without notice or cause.

I further certify that I have read and that I am in full agreement with Lane Pregnancy Support Center's Statement of Faith and Statement of Principle.

Signature of Applicant

Date



Lane Pregnancy Support Center Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is only one God, eternally existent in three persons, Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful mankind, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Adapted from the National Association of Evangelicals' Statement of Faith.



Lane Pregnancy Support Center Statement of Principle

LPSC is an outreach ministry of Jesus Christ through His church. Therefore, LPSC, embodied in its volunteers, is committed to presenting the gospel of our Lord to women with crisis pregnancies—both in word and in deed. Commensurate with this purpose, those who labor as pregnancy care center board members, directors and volunteers are expected to know Christ as their Savior and Lord.

LPSC is committed to providing its clients with accurate and complete information about prenatal development and current education on abortion risks and procedures.

LPSC is committed to integrity in dealing with clients, earning their trust and providing promised information and services at their request. LPSC denounces any form of deception in its corporate advertising or individual conversations with its clients.

LPSC is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community at large, women may face the future with hope, and plan constructively for themselves and their babies.

LPSC does not discriminate in providing services because of race, creed, color, national origin, age, or marital status of its clients.

LPSC is an abortion alternative organization and will not recommend, provide, or refer for abortions or abortifacients, but will actively assist clients explore positive alternatives.

LPSC offers assistance free of charge at all times.

LPSC is committed to creating awareness within the local community of the needs of pregnant women, and of the fact that abortion only compounds the human need rather than resolving it.

LPSC does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.)

LPSC recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to the other life-saving alternatives. Centers operate independently of adoption agencies, relating to them in the same manner as to other helpful referral sources. LPSC receives no payment of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. Adoption agencies are not established under the auspices of LPSC. LPSC neither initiates nor facilitates independent adoptions, though they may refer for independent adoptions in states where it is legal.



Lane Pregnancy Support Center Mission Statement

Lane Pregnancy Support Center

exists to
assist, educate, and support
pregnant women and teens
in Lane County
by addressing not only
their individual and practical needs,
but also to communicate in deed,
and when appropriate, in word,
the love of Jesus Christ
for both the mother
and her unborn child.

In addition
we are committed to
encouraging our single clients and teens
to evaluate their current sexual attitudes
and to promoting the benefits
of sexual abstinence.

Lane Pregnancy Support Center

142 E 13th Avenue, Eugene OR 97401

(541)485-8662

www.LanePregnancy.org

Reference for: _____

Position Applied for: Administrative Assistant

Date: _____

PERSONAL REFERENCE

Reference Name: _____

Address/City/State/Zip: _____

Phone #: _____ *Email address:* _____

Relationship to Applicant: _____ *How long have you known Applicant?* _____

Church Affiliation: _____ How often do you associate with the applicant? _____

List any Bible studies, ministries, or service projects in which you have participated with the applicant or in which you have observed the applicant:

Rate the Applicant on the following qualities:

	Below Average	Average	Above Average	Unknown
Maintains a genuine relationship with Jesus Christ				
Ability to interact with co-workers and the public				
Ability to work well as a team member				
Organized				
Self-motivated				
Adept at Microsoft office functions				
Punctual, dependable & responsible				

List concerns you may have about this Applicant's ability to meet the criteria listed above:

List some of the applicant's strengths: _____

List some of the applicant's possible weaknesses: _____

Additional comments: _____

We have asked each applicant to supply us with two personal references, with one from their pastor or a church elder. Please mail the completed form to the address above. If you have any questions, please call the Executive Director. Thank you for your help.

***"I _____, with a clear conscience before God,
(Signature)
recommend this applicant for the position of _____
Executive Administrative Assistant
at Lane Pregnancy Support Center." Date _____***

Lane Pregnancy Support Center

142 E 13th Avenue, Eugene OR 97401

(541)485-8662

www.LanePregnancy.org

Reference for: _____

Position Applied for: Administrative Assistant

Date: _____

PERSONAL REFERENCE

Reference Name: _____

Address/City/State/Zip: _____

Phone #: _____ *Email address:* _____

Relationship to Applicant: _____ *How long have you known Applicant?* _____

Church Affiliation: _____ How often do you associate with the applicant? _____

List any Bible studies, ministries, or service projects in which you have participated with the applicant or in which you have observed the applicant:

Rate the Applicant on the following qualities:

	Below Average	Average	Above Average	Unknown
Maintains a genuine relationship with Jesus Christ				
Ability to interact with co-workers and the public				
Ability to work well as a team member				
Organized				
Self-motivated				
Adept at Microsoft office functions				
Punctual, dependable & responsible				

List concerns you may have about this Applicant's ability to meet the criteria listed above:

List some of the applicant's strengths: _____

List some of the applicant's possible weaknesses: _____

Additional comments: _____

We have asked each applicant to supply us with two personal references, with one from their pastor or a church elder. Please mail the completed form to the address above. If you have any questions, please call the Executive Director. Thank you for your help.

"I _____, with a clear conscience before God,
(Signature)

recommend this applicant for the position of _____ Executive Administrative Assistant

at Lane Pregnancy Support Center." Date _____