



ELIZABETH'S NEW LIFE CENTER

Mission: Empower individuals and families to make Godly life choices.

Vision: By the grace of God, we humbly labor in the culture of life.

Job Description **Administrative Assistant - Development**

Full Position Title: Administrative Assistant - Development

Department: Development

Reports to: Director of Development (receives direction for Development Administrative Coordinator)

Supervises: Provides directives to Special Projects volunteer force

The primary function of the Administrative Assistant for Development is to provide support to the Development Team on a daily and project basis. The AAD will also serve as the secondary person to greet visitors and answer phones for the Administration office. The AAD will also coordinate and manage the BFB campaigns volunteer workforce.

Primary Duties

Essential Functions:

- Find volunteers throughout the geographic region of the three Dayton women's centers to work on the Bottles 4 Babies campaign.
- Perform any duties needed to assist with Development events, fundraising, or outreach.
- Develop the system, policies, and procedures for the volunteers to follow in completing their duties.
- Work closely with Development staff to coordinate SPECIAL PROJECTS efforts.
- Help ENLC staff achieve and surpass SPECIAL PROJECTS campaign goals monthly, quarterly, and yearly. Initiating or introducing the Dayton DO to prospects in various churches, schools, hospitals, bible study groups, etc. would be a bonus in this position.
- Maintain accurate records and data and share on a scheduled basis with Development and Finance staff.
- Provide individual and group presentation and informational sessions for potential and new SPECIAL PROJECTS volunteers.
- Collaborate with other ENLC staff as needed.

Secondary Functions:

- Identify and train other Special Projects Volunteer Coordinators to conduct this same Corps program in other geographic areas being served by ENLC.

Volunteer Position Requirements:

Experience and Skills

A minimum of 1 year experience in an administrative support function. Experience as a volunteer in ENLC or other service/non-profit agency. Passion for pro-life ministry. Networking experience in the geographic area indicated. Great administrative, communication, and organizational skills. Strong coordination skills. Able to use computer and programs in Word and Excel.

ENLC Expectations:

- Adhere to ENLC Policy and Procedures while maintaining excellent working relationships.
- Maintain donor confidentiality and abide by required financial responsibility ethics.
- Demonstrates reliability and instills confidence in the ability to carry out job duties.
- Strong personal motivation, initiative, sense of responsibility.
- A servant's attitude with the ability to understand how all tasks impact Elizabeth's New Life Center's ministry of supporting life.
- A strong team player willing to both make difficult decisions and submit to authority.
- Willingness to support Elizabeth's New Life Center's mission and vision as defined by Elizabeth's New Life Center.

I have received and read this volunteer job description. I agree to carry out my duties as outlined above, and if I have a question concerning expectations, I will check with my supervisor.

Signature:

Date: