

Position: Office Manager

Position Type: Full Time

Contact: Rita Reyes at 856-374-2833 or rita@choicesoftheheart.com

Reports to: Executive Director

Oversees: Administrative Staff and Volunteers

Qualifications: Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of the Center.
4. Be able to respect and keep information confidential
5. Complete the volunteer training
6. Attend all staff meetings, inservices, etc.
7. Exhibit skill in interpersonal communication
8. Be able to carry out responsibilities with little or no supervision
9. Strong administrative background
10. Be able to multitask
11. Be PROFICIENT with Microsoft office suit
12. Have basic knowledge of databases
13. Have strong, organizational skills
14. Have excellent written and oral communication skills