



Pregnancy Center West

**OFFICE COORDINATOR
JOB DESCRIPTION – 3/2026
PREGNANCY CENTER WEST**

Job Title: Office Coordinator

Reports to: Executive Director

Classification: Full-time, Non-Exempt (37.5 hours per week)

JOB SCOPE:

The Office Coordinator is a full-time role with primary duties focusing on entry of client data and results into the PCW database and ensuring appropriate inventory of office supplies. The Office Coordinator also supports functions such as fundraising events, mass mailings, and donor relations.

General Duties:

- Enters client information into the client database
- Files and organizes client records, various office forms, reports, and documents
- Maintains the inventory of office supplies and materials and hospitality items
- Coordinates cleaning services and trash removal
- Sets up and coordinates rides (Uber or Lyft) for clients who lack transportation to the Center
- Attend PCW fundraisers and staff / volunteer training sessions as applicable
- Assist with fundraisers (baby bottle collections, mailings, promotional materials, etc.)
- Provide periodic status reports for Executive Director and Development Director
- Run and send out receipt for Development Director
- Assist with other duties as needed, under the guidance of the Executive Director

Qualifications:

- Professional with strong written and verbal communication skills in person and over the phone
- Organization skills and the ability to multi-task
- Attention to detail to ensure tasks are completed thoroughly and accurately
- Strong interpersonal skills to interact positively with staff, clients and donors
- Self-motivated; ability to manage challenges
- Pro-life and committed to the Catholic Church's teachings on human sexuality
- Experience with Microsoft Office applications

Pregnancy Center West is a Catholic, non-profit organization and ministry. We hold true to all the teachings and tenets of the Catholic faith.