

## **Join Our Team as an Office Coordinator!**

**Position:** Office Coordinator

**Hours:** 20-25 hours/week

**Pay:** \$18/hour

**Schedule:** Variable with occasional weekend/evening events

### **About Us:**

*At Pregnancy Center West, we're dedicated to supporting women facing unplanned pregnancies. We empower them with compassionate care and vital resources. Join our passionate team and make a difference in our community! PC West is a Catholic, non-profit organization and ministry. We hold true to all the teachings and tenants of the Catholic faith.*

### **Responsibilities:**

- Data entry into eKyros system for client files
- Organizing and filing client records, office forms, and reports
- Managing office supplies and materials inventory
- Coordinating kitchen and hospitality supplies for clients and staff
- Ensuring office spaces are clean and orderly, including trash removal.
- Arranging ride services for clients without transportation (Uber & Lyft)
- Supporting local churches with fundraising campaigns (delivery & pick-up of baby bottles and baby shower items)
- Assisting with mailings and correspondence (stuffing envelopes and coordinating with direct volunteer staff)
- Send out Sympathy cards, birthday cards, and other cards as necessary.
- Coordinating staff birthdays and recognition
- Other duties as needed to support our mission.

### **Skills Required:**

- Strong verbal and written communication skills
- Excellent organization and multitasking abilities
- Flexibility to adapt to new tasks and challenges.
- Interpersonal skills for positive interactions with staff, clients, and donors
- Leadership capabilities to manage various responsibilities.
- Attention to detail to ensure accuracy in tasks.
- Proficiency in Microsoft Office (Word, Excel, Outlook)

### **Why Join Us:**

- Make a meaningful impact in the lives of women in our community.
- Work with a supportive and dedicated team.
- Flexible schedule with opportunities for personal and professional growth
- Competitive pay with the satisfaction of supporting a pro-life mission.

### **Apply Today:**

Join us in our mission to empower women and provide essential support during challenging times. Send your resume and cover letter to [linda@pc-west.org](mailto:linda@pc-west.org) and become a vital part of our team!