



THE BRIDGE TO LIFE

147-32 Sanford Avenue, 2nd Floor, Flushing, NY 11355 ♦ 718.463.1810 ♦ www.thebridgetolife.org

Supporting Women, Supporting Life through Bridge Women's Support Center

ADMINISTRATIVE ASSISTANT

If interested in joining the Bridge team, please email a resume with cover letter to cblack@thebridgetolife.org.

Job Responsibilities

- Part-time position-days & hours to be determined. Hourly rate commensurate with experience and skills.
- Answer phones, check messages, and emails.
- Enter and balance all monetary donations into the database and verify/update donor information.
- Maintain updated mailing list(s) from database based on targeted marketing campaigns
- Provide non-judgmental, compassionate phone, or on-site counseling offering appropriate referrals according to their needs. Provide self-administered pregnancy tests when necessary.
- Inform clients of the availability of in-house assistance and the process, date and time of our availability.
- Send referral packets to social workers or referral agencies explaining protocol for clients to receive assistance.
- Compose correspondence including daily "thank you" letters for monetary and in-kind donations.
- Accept and track in-kind donations. Track organizations which hold special events (i.e. pasta dinner, baby shower) & volunteer "groups" working at the site including volunteer hours.
- Maintain agencies social media presence on Facebook, Twitter, Instagram, LinkedIn and website.
- Query database and compile reports of donations and client data as requested by Executive Director or Board. Perform other duties as assigned by either.
- Prepare presentation materials when necessary (i.e. journal ads, etc.). Research special projects as assigned.
- Maintain and stock office and facility supplies and equipment inventory.
- Must be able to lift and move donations or supplies and assist volunteers when necessary.

Qualifications

- Associates Degree preferred.
- Must be committed to the Pro-Life mission.
- Minimum of three (3) years administrative experience required. Work in a non-profit environment a plus.
- Extensive working knowledge of Microsoft applications (Word, Excel, PowerPoint, etc.) required.
- Typing 50 wpm and/or data entry skills required. Knowledge of contact (CRM) databases helpful.
- Ability to communicate effectively. Bilingual a plus.
- Ability to exercise independent judgment, employ basic reasoning skills and maintain clean and organized work space.