Logo

Description automatically generated with medium confidence

As an ambassador of Jesus Christ, fostering an environment of excellence at Pregnancy Solutions is essential to our ministry. Serve as initial point of contact for clients, volunteers and donors via phone, email, live chat and in person. This role must execute and facilitate all administrative and clerical duties at Pregnancy Solutions.

| Job Title: Receptionist | Reports to: Executive Director |
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| Date: 02/27/2023 | Status: 40 Hr. Week |

*Minimum Qualifications:*

* Be a committed Christian who demonstrates a personal relationship with Jesus Christ as

Savior and Lord

* Exhibit strong commitment and dedication to the pro-life position and sexual purity.
* Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center.
* Be able to respect and keep information confidential.
* Complete receptionist training
* Have a friendly, clearly understood voice.
* Be dependable and committed to the pregnancy center ministry.
* Be able to perform routine clerical duties.

*Preferred Qualifications:*

* High school diploma

*Essential Functions:*

* Answer phone and route calls
* Schedule appointments according to the guidelines and procedures of the pregnancy center
* Greet clients, keep them apprised of any delay in appointments, offer refreshments if available.
* Instruct client to read and complete initial forms and collect exit / feedback forms.
* Perform clerical duties as assigned.
* Perform opening or closing duties, as necessary, when serving on the first or last shift of the day
* Attend volunteer in-service meetings.
* Send thank you notes weekly

| **Last Modified: 03/04/2023**  **Prepared By:   Tameka Hale, Executive Director**    **Employee Acknowledgement:**    I have read and understand the Position Description for the position I hold at Pregnancy Solutions.  A copy of the Position Description has been given to me for my records.  I acknowledge, understand, and agree that:    1.                   It is to inform and assist me in the performance of my duties.  2.                   It does not constitute an employment contract with Pregnancy Solutions.  3.                   It does not confer any rights for any employee.  4.                   It is subject to change at any time without prior notice.  5.                   It is the property of Pregnancy Solutions.    I understand and agree that my employment with Pregnancy Solutions is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.      **Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**Original:** Employee’s Personnel File               **Copy:** To Employee              **Copy:** Position Descriptions File