

# **Embrace of Wichita, Inc.**

## **Office Assistant-Data Administrator**

**OBJECTIVES of this position:** The Office Assistant-Data Administrator has responsibility for recording and maintaining all client files, which includes creating, maintaining and storing, as well as entering client data into data collection software(s).

### **QUALIFICATIONS:**

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 and to sexual purity
3. Agree with and be able to uphold the Statement of Faith, Statement of Principle, and policies of the center
4. Have a minimum of five years office and secretarial experience
5. Possess word processing and spreadsheet skills
6. Possess strong organizational skills
7. Possess compassionate interpersonal skills required when communicating directly with clientele
8. Demonstrate flexibility and the ability to multi-task (assisting clients, front desk support and data entry requirements)
9. Work independently, following specific instructions in matters pertaining to office files and Center services while maintaining strict confidentiality

### **REPORTS TO: Center Director**

**The Office Assistant's PRIMARY DUTIES include, but are not limited to the following:**

1. Position is in charge of leading the team that uses eKYROS, directing them in software use and data entry
2. Maintains current client statistics, weekly, monthly, annually and as requested by Embrace staff
3. Inform staff that utilize eKYROS on new updates and changes
4. Work with grant writer to help get stats necessary for grant writing
5. Attend staff prayer and meetings as scheduled
6. Word processing / spreadsheet analysis (letters, projects, etc.)
7. Assure smooth running office by maintaining the office supply inventory, managing office equipment, and troubleshooting as necessary
8. Work effectively with a team to assist Front Office Associate with front office responsibilities including the Embrace STD clinic.

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9. Assistant to all ministry staff members
10. Assist with regular update of the Embrace mailing list
11. Maintain and coordinate filing for client charts
12. Responsible to purchase housekeeping and office supplies
13. Provide assistance and support to Ruth's Closet

**The Office Assistant's SECONDARY DUTIES include, but are not limited to the following:**

1. Back-up special projects when deemed necessary
2. Assist in coordinating work for volunteer office assistants when necessary
3. Miscellaneous agency errands, as necessary
4. Represent Embrace at area activities as requested by Executive Director

### **SOFTWARE KNOWLEDGE:**

Embrace utilizes the following software and the Office Assistant is required to have working knowledge in most, if not all, of them to effectively perform the job requirements:

1. Microsoft Office Package 10 (Word, Excel, Access, PowerPoint)
2. eKYROS Client Management System

### **OFFICE EQUIPMENT:**

General office equipment familiarity is necessary to perform the position of Office Assistant. Embrace office equipment includes personal computers, printers, copier, fax machine, calculators, adding machines and postage meters.

**Part-time**

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