



## Employment Opportunity Profile

**Operations Coordinator**  
Full-time position, with benefits



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## Missional Overview

AlphaCare seeks to **empower pregnant women and families** by providing health and social services and serving as a bridge to community resources. While celebrating AlphaCare's 40<sup>th</sup> anniversary, this well-established Philadelphia non-profit envisions a Philadelphia community where everyone experiences **hope, health and healing**.

To that end, AlphaCare provides **medical services**, including lab-level pregnancy tests and limited obstetric ultrasounds, **social services** and **community resources**. Providing all of services free of charge, AlphaCare strives for excellence in quality of care.

While the main office is in **West Philadelphia** on Lancaster Avenue, in 2016 AlphaCare added a **Mobile Medical Unit** (MMU) and more recently opened a satellite office in **Kensington** for social services. The MMU, fully equipped with ultrasound, serves clients in different locations throughout the city. These two additions allow AlphaCare to reach more women in their own communities.

AlphaCare is currently staffed by a diverse team of women. Each one brings a unique perspective and background, while all share a commitment to pro-life and Christian core values. When you join the staff at AlphaCare, you are joining a team **dedicated to making a difference** in the Philadelphia community.

## Position Summary

The **Operations Coordinator** supports the work of the Executive Director in human resource, finance and property care. This staff member coordinates volunteers, arranges meetings and prepares professional correspondence. The role requires meticulous attention to detail and high organizational skills with initiative to anticipate potential administrative problems and design innovative solutions. This position reports directly to the Executive Director and serves as lead contact to the contract bookkeeper and volunteer property manager.

## Duties and Responsibilities

### Human Resources

- Prepare and maintain human resource documentation for new hires and current staff following personnel policies
- Report time to payroll company on bi-weekly basis
- Maintain proper clearance records for AlphaCare staff and Board

### Finance

- Meet with the bookkeeper on a weekly basis, submit check requests and troubleshoot related issues as required
- Code credit card statements and review receipt documentation from staff

### Property Care

- Lead contact with facilities manager, computer network managers and other contract services as needed
- Seek care for property concerns with outside services as directed

### Volunteers

- Respond to volunteer inquiries and sign-ups matching skills and availability with AlphaCare's needs

### Calendars and Meetings

- Professional correspondence to arrange meetings and provide necessary follow-up to donors, volunteers and partner organizations
- Schedule internal and external meetings including staff, committees, Board, partners and vendors as needed

## Qualifications

### Required

- Enthusiastic embracing of AlphaCare's vision, mission and statements of doctrine and purpose
- Initiative to anticipate administrative problems and working toward solutions that help AlphaCare achieve its mission with care and efficiency
- Meticulous attention to detail and high organizational skills with flexibility for unanticipated changes
- Manage multiple projects with the ability to prioritize, plan, and execute in a timely manner.
- Excellent written and verbal communication skills, particularly with professional correspondence
- Cross-cultural experience and sensitivity
- Bachelor's Degree (Preferred majors: Business, Communications or English)
- Proficiency in Microsoft Office Suite (Excel, Word, Publisher, PowerPoint)

### Preferred

- Experience with electronic database or CMS
- Foreign language ability: Spanish, Chinese, Vietnamese, Russian
- Minimum 2 years of office experience

AlphaCare is an equal opportunity employer.

Interested applicants, please email  
resume and cover letter to  
AlphaCare at [office@alphacarephilly.org](mailto:office@alphacarephilly.org).