



Employment  
Opportunity Profile

**Administrative Assistant**  
Part-time (24 hours/week)



3807 Lancaster Ave., Philadelphia, PA 19104  
[friendsofalphacare.org](http://friendsofalphacare.org) | [alphacarephilly.org](http://alphacarephilly.org)  
215.735.6028 | [office@alphacarephilly.org](mailto:office@alphacarephilly.org)

## Missional Overview

AlphaCare seeks to **empower pregnant women and families** by providing health and social services and serving as a bridge to community resources. Ministering for over 40 years, 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 testing and limited obstetric ultrasounds, **social services**, and **community resources**. Providing all 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 Clinic** (MMC). The MMC, fully equipped with ultrasound, serves patients in different locations throughout the city. This allows AlphaCare to reach more patients in their own communities.

AlphaCare seeks to be inclusive in our search for and integration of staff, volunteers, board members, and financial partners. We do this to acquire a wide range of skills, experience, and insight in order to best serve and meet the needs of our diverse client population. Each staff member 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 **Administrative Assistant** represents AlphaCare internally and externally with professionalism to donors, vendors, and prospective employees. The position supports the Executive Director, Development Associate, Project Manager, and Stewardship Officer in improving day to day operations and executing special events. This role requires flexibility, attention to detail and ability to follow set processes.

## Duties and Responsibilities

### Finance

- Ensure bills and invoices are paid in a timely manner
- Prepare documentation for monthly financial statements (donation reports, credit card statements)
- Communicate with AlphaCare's bookkeeper

### 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 members

### Calendars, Meetings and Event

- Support Development Team in event execution and hospitality
- 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

- 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)

**Additional desired skills**

- 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).