



Employment Opportunity Profile

Administrative Assistant

Part-time (24 hours/week)



3807 Lancaster Ave., Philadelphia, PA 19104
friendsofalphacare.org | alphacarephilly.org
215.735.6028 | 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 to best meet the needs of and serve 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 with professionalism to donors, vendors, and prospective employees. The position supports the Executive Director in communicating on her behalf, improving day-to-day operations by managing ongoing tasks, and supporting the completion of special projects related to HR, operations, and property. This role requires the ability to track and prioritize multiple tasks, attention to detail, and capability to follow set processes.

Duties and Responsibilities

Calendars, Meetings and Correspondence

- 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
- Support Executive Director in internal and external communications
- Track and support completion of special projects related to HR, operations and AlphaCare's property

Finance and Insurance

- 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
- Work with insurance broker and vendor

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 staff and Board members

Qualifications

Required

- Initiative to anticipate administrative problems and work 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 databases or CMS
- Minimum 2 years of office experience

AlphaCare is an equal opportunity employer. We aim for a diverse and inclusive workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Employee Benefit Highlights

- Separate Paid Time Off (PTO) and paid Sick Leave
- Retirement fund with employer matching contributions up to 3% upon completion of first year of employment

Interested applicants, please email
resume and cover letter to
AlphaCare at office@alphacarephilly.org.