



Job Opening: Receptionist/Administrative Assistant

Growing Christian Ministry based in Northern Virginia that supports a national network of over 1,100 pro-life pregnancy centers is looking for a ministry-minded person with great phone presence and administrative gifts.

Responsibilities:

- Attend to general receptionist duties for the office
- Manage phone system software
- Assist Vice President of Administration in HR and administrative duties
- First line of information for affiliates calling in
- Process and distribute incoming office mail and faxes
- Produce semi-monthly staff newsletter
- Manage “info” email coming in daily
- Prepare routine correspondence to affiliates and donors
- Complete other tasks and office duties as assigned

Qualifications:

- Skill in the use of MS Office applications, the Internet, and PCs
- Strong skills in administration and organization
- Excellent phone and other communication skills
- Ability to multi-task and meet deadlines
- Attention to detail and concern for accuracy & excellence

Compensation:

- Competitive salary, commensurate with experience
- Generous vacation, personal leave, insurance, and retirement plan

Send Resume to:

Care Net
44180 Riverside Parkway #200
Leesburg, VA 20176
(703) 478-5668 fax
jobs@care-net.org