



Job Posting Part-time Executive Assistant December 2022

About Pregnant with Possibilities Resource Center

Founded in 2015, Pregnant with Possibilities Resource Center's (PPRC) mission is to provide culturally competent sexual health education, perinatal support, tools, and techniques that equip individuals to overcome barriers to give birth to their goals. Our vision focuses empowering all to excel by encouraging healthy decisions and improving birth outcomes in the communities we serve. Our programs and services are research-based, reflect best practices, and are designed by African American women for African American teens and young women who live in Cleveland and its southeast suburbs. *All services are free and confidential.*

Since receiving 501c3 nonprofit status in 2015, PPRC has served more than 350 clients and provided essentials items (diapers, wipes and formula) to over 850 Cuyahoga County families, combating the social determinants that lead to poor birth outcomes. Today, the organization sees between 150 and 2500 clients in Cuyahoga County. PPRC's vision is to empower all to excel by encouraging healthy decision and improving birth outcomes in the communities we serve.

About the Position:

The part-time Executive Assistant will work 25-30 hours per week and is responsible for handling a wide range of administrative, organizational, and executive support related responsibilities. The executive assistant use discretion, judgement and knowledge of the organization when dealing with all persons related to Pregnant with Possibilities Resource Center.

The Executive Assistant works under the direction of the Executive Director regarding planning, scheduling and administrative initiatives to assure that Executive Director is supported, informed and organized.

Job Duties and Responsibilities:

- Takes direction and supervision from the Executive Director.
- Schedules Executive Director's meetings and teleconferences upon request.
- Maintains a full comprehension of the organization's philosophy, operations, and procedures.
- Assists with program communications and mailings.
- Maintains all program records systems in a confidential manner.
- Helps coordinate logistical planning of specified meetings and events.
- Directly assists Executive Director with projects/sessions.
- Attends PPRC meetings and events as required.
- Develops office forms and updates documents.
- Conducts research and compiles data on a variety of topics and issues.
- Maintains and updates computer files.
- Schedules and coordinates open position interviews and PPRC events.



- Prepares outgoing correspondence.
- Is proficient with office equipment of all types and has mastered all relevant computer programs such as Microsoft Office which are important to the operation of the organization.
- Answers and transfers incoming calls.
- Any and all other duties as may be requested.

Qualifications:

- Bachelor's degree preferred.
- Five or more years of experience in a fast-paced environment.
- Extremely strong organizational skills.
- Excellent writing, verbal, and interpersonal skills.
- Creativity and flexibility are essential in assuming significant responsibility.
- Experience working with racially, ethnically, and socioeconomically diverse urban populations.

Pay/Benefits

The hiring range for this position is \$30,000 - \$37,000 per year depending on experience. The position will receive sick and vacation time. Benefits aren't available for part-time positions.

To Apply:

Email your cover letter, resume and three references to Veranda Rodgers at info@pregnantwithpossibilities.com no later than 5:00 p.m. on Friday, January 27, 2023. For more information about Pregnant with Possibilities go to www.pregnantwithpossibilities.com.

Please be assured that PPRC will not contact references until later rounds of interviewing and only with applicants' explicit permission.

No phone calls please.