



bringing hope and health to our community

Job Description

OFFICE ASSISTANT

Purpose: The purpose of this position is to provide weekday assistance to the Clinic Director, Volunteer Coordinator and Administrative assistant in the area of office work.-

Responsible To: SFMC Administrative Assistant

Time Commitment: Negotiable but prefer at least 4 hour blocks of time each day of volunteering and a commitment to weekly volunteering. Volunteering multiple days a week if desired is fine. Priority days Mon/Wed/Thur from 9 am – 1:30 pm.

Licenses/Certifications or Skills: Helpful if have basic office skills and working with Microsoft Word/Excel...but are also willing to train the needed skills.

Special Considerations: Must be 18 years of age or older.

Responsibilities:

- A person in this position doesn't have to be a Christ follower, but must adhere to the philosophy of the clinic that our goal is to bring those around us to a personal relationship in the Christ of hope.
- Answering the phone/retrieving messages/returning phone calls as designated
- Mon/Wed/Thu handing out medications for MedAssist
- Setting up incoming meds for MedAssist (trained for this)
- Data entry (Excel and Word are the two primary pieces of software we use)
- Helping with mailings as needed
- Collating materials as requested for SFMC presentations and packets
- Medical Records duties that come in during the week
- Some janitorial for the clinic as needed (we currently have another person that volunteers for most of this)
- Using copy machine as needed
- Other duties as needed and emerge in our growing clinic