



Pregnancy Support Network Administrative Assistant to the CEO Position Description

Position Title: Administrative Assistant to the CEO
Reports to: Chief Executive Officer
Position type: Part-Time
Location: Hybrid/In-Person

Position Summary: The Administrative Assistant to the CEO provides high-level administrative and organizational support, enabling the CEO to effectively lead the ministry. This role requires professionalism, initiative, confidentiality, a strong commitment to the PSN mission: saving babies, transforming lives, and restoring families through the power of Jesus Christ.

Requirements:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
 - Regularly attend Church
- Exhibit strong commitment and dedication to the pro-life position and personal sexual purity
- Agree with and be willing to uphold the Statement of Faith and policies of the organization
- Prior experience in administrative support (non-profit or ministry setting preferred)
- Excellent organizational and communication skills
- Proficient in Microsoft Office, Google Workhouse, and project tools.
- Ability to work independently and manage multiple priorities
- Part-time 8-10 hours per week
- Approx. \$15 per hour, depending on experience
- Schedule dependent on needs of the ministry (hybrid/in-person)

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**Duties and Responsibilities:**

- Coordinate and maintain the CEO's schedule and calendar
- Prepare, draft, and edit correspondence, reports, and presentations
 - Including but not limited to scheduling requests, vendor management, and board reports
- Schedule and support meetings with agendas, record meeting minutes, and follow-up
- Maintain digital and physical filing systems
 - Outlook
 - SharePoint
 - Microsoft Office
 - Google
- Handle confidential information with integrity
- Serve as a liaison for internal and external communications
- Support additional administrative duties as requested

Other Responsibilities:

- All other duties as assigned