

Redeeming Love Ministries, Inc.
Job Description

Position Title: Director of Administration

Classification: Permanent Part-time (15-20 hrs/wk), Salaried (exempt)

Reports to: Executive Director

Directly Supervises: Client Service Staff/Volunteers

Compensation: \$15/hr

Position Summary:

The position of Director of Administration is responsible for assisting in the overall operations of Redeeming Love Ministries, Inc. The Director of Administration reports to the Executive Director and performs or oversees a wide range of administrative and support activities to facilitate the efficient operation of the organization.

In the absence of the Executive Director, the Director of Administration assumes responsibility for the overall operations of the ministry.

The Director of Administration is also responsible for managing the client service operation of the center, implementing all policies and procedures of RLM.

Qualifications:

1. Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibits a strong commitment and dedication to the sanctity of all human life
3. Agrees with and is willing to uphold the Statement of Faith, Code of Conduct, policies, Vision and Mission of RLM
4. Is able to maintain confidentiality
5. Is able to work independently and as part of a team
6. Preferably experienced in training and supervising staff
7. Is knowledgeable regarding principles and procedures of basic office management
8. Computer skills and a working knowledge of relevant software such as Microsoft Office.
9. Possesses attention to detail and accuracy
10. Skilled in information gathering and monitoring
11. Good communication skills - written and verbal
12. Skilled in problem assessment and problem solving
13. Is flexible and adaptable
14. Can carry out responsibilities with little or no supervision

MAIN JOB TASKS AND RESPONSIBILITIES

Administrative:

1. Develop and maintain basic understanding and working knowledge of all areas of the ministry
2. Develop and maintain office procedure for administrative tasks
3. Responsible for overseeing daily operations.
4. Ensure compliance with, and adherence to, all federal, state and local regulations and laws
5. Assist ED in keeping policies and procedures up-to-date,(includes personnel policies, wage and salary administration, accounting/record keeping policies, purchasing, etc.)
6. Keep a calendar of annual business forms that need to be filed
7. Answer, screen and transfer inbound administrative phone calls
8. Distribute incoming correspondence
9. General clerical duties including photocopying, fax and mailing
10. Maintain electronic and hard copy filing system
11. Handle requests for information and data
12. Prepare and modify documents including correspondence, reports, drafts, memos and emails
13. Oversee management of software containing donor, church and client databases
14. Resolve administrative problems and inquiries
15. Responsible to see that any Bulk Mail mailings are prepared and mailed in a timely manner
16. Oversee office supply inventories
17. Coordinate maintenance of office equipment
18. Responsible for ordering materials for smooth client service operations
19. Provide spiritually focused leadership and training to client services staff
20. Attend events to promote the ministry in the community as needed (fundraisers, vendor events, speaking engagements with ED, etc.)

Client Service:

1. Assist ED with interview process of volunteers
2. Assist ED in training and developing staff that are highly committed to the mission, goals and objectives of the ministry
3. Serve as receptionist as needed in the center
4. Provide spiritually focused leadership and relationship building to client services staff
5. Provide staff oversight and resolution of issues concerning client service
6. Assure RLM policies and procedures are adhered to
7. Assist ED in keeping policies & procedures up to date
8. Assure volunteers are aware of new policies and review all policies at least once annually
9. Prepare yearly schedule of meetings and days center is closed for staff
10. Work with ED to produce long- and short-term objectives to accomplish the ministry goals of the center
11. Schedule staff and volunteers to fill in for absent volunteers if necessary
12. Assist the ED to conduct yearly written and oral reviews of all volunteers
13. Work closely with the ED

The performance of the Director of Administration will be reviewed on a yearly basis. The Director of Administration will be required to attend the annual conference upon occasion.



Employment Application

Redeeming Love Ministries, Inc. is an equal opportunity employer.

(PLEASE PRINT)

Date of Application _____ Position(s) Applied for _____

Date Available to Start Employment _____ Salary Desired _____

Type of Employment Desired: Full-time Part-time Temporary

Hours available to work:

M _____ T _____ W _____ Th _____ F _____ Sat _____

Personal Information

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Number _____ Email _____

1. Have you ever been employed with us before? _____ Yes _____ No
If yes, when? _____

2. Are you currently employed? _____ Yes _____ No
If yes, may we contact your current employer? _____ Yes _____ No

3. Can you provide documentation to establish eligibility
for employment as required by the INS? _____ Yes _____ No
(Proof of citizenship or immigration status may be required upon employment.)

4. Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment.)
If yes, please state the name of offense, when, where, and disposition:

5. What is your reason for seeking employment here?

Education/Training

High School _____ Address _____

From _____ to _____ Did you graduate? ____ Yes ____ No

College _____ Address _____

From _____ to _____ Did you graduate? ____ Yes ____ No Degree _____

Trade School _____ Address _____

From _____ to _____ Did you graduate? ____ Yes ____ No Degree _____

Other _____ Address _____

From _____ to _____ Did you graduate? ____ Yes ____ No Degree _____

Special Study/Internship/Research/Honors received:

Job Related Skills (licenses):

Job Related Activities/Professional Memberships/Offices held:

References

Please provide three employment and two personal references.

1. Name: _____ Phone: _____
Address: _____
Relationship and Years acquainted: _____
 2. Name: _____ Phone: _____
Address: _____
Relationship and Years acquainted: _____
 3. Name: _____ Phone: _____
Address: _____
Relationship and Years acquainted: _____
 4. Name: _____ Phone: _____
Address: _____
Relationship and Years acquainted: _____
 5. Name: _____ Phone: _____
Address: _____
Relationship and Years acquainted: _____
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Employment Experience

Start with most recent job. Include job related military service assignments and volunteer activities.

1. Employer _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title: _____ Supervisor: _____ Ending Salary/Wage _____
Responsibilities: _____

Reason for Leaving: _____
May we contact your previous employer for a reference? _____ Yes _____ No

2. Employer _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title: _____ Supervisor: _____ Ending Salary/Wage _____
Responsibilities: _____

Reason for Leaving: _____
May we contact your previous employer for a reference? _____ Yes _____ No

3. Employer _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title: _____ Supervisor: _____ Ending Salary/Wage _____
Responsibilities: _____

Reason for Leaving: _____
May we contact your previous employer for a reference? _____ Yes _____ No

4. Employer _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title: _____ Supervisor: _____ Ending Salary/Wage _____
Responsibilities: _____

Reason for Leaving: _____
May we contact your previous employer for a reference? _____ Yes _____ No

5. Employer _____ From: _____ To: _____
Address: _____ Phone: _____
Job Title: _____ Supervisor: _____ Ending Salary/Wage _____
Responsibilities: _____

Reason for Leaving: _____
May we contact your previous employer for a reference? _____ Yes _____ No

If you need additional space, please continue on a separate sheet of paper.

NOTES (additional job-related information):

Pre-Employment Statement

Please read carefully and sign the statement below.

I understand and agree that:

1. The information given herein is true and complete to the best of my knowledge. Any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision (including employment reference checking and background/credit check). I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions based upon such information.
3. This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.
4. Neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing. If I am hired, my employment will be "at will" and without fixed term and may be terminated at any time.
5. I am required to abide by all rules and regulations of the employer. I understand, also, that I must be willing and able to demonstrate commitment to Redeeming Love Ministries, Inc. mission, vision, core operational values and statement of faith in the execution of position responsibilities.
6. Completing this form does not indicate there is an available position and does not obligate the Company to hire me.

Signature of Applicant

Date



CONFIDENTIALITY AGREEMENT

As a volunteer of Redeeming Love Ministries, Inc., I agree to keep all client information completely confidential. It is my responsibility to ensure that patient's medical information is protected under the guidelines set forth by the organization. I will not discuss, share or disclose any information regarding individual client care unless authorized in writing. It has been expressed to me that Redeeming Love Ministries, Inc. requires written authorization from the patient in order to release their information for their continued care.

Date: _____

Volunteer Name: _____

Volunteer Signature: _____

RLM Representative Signature: _____



Statement of Faith

1. We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit (1 John 5:7).
2. We believe in God the Father, whose creation reveals His unparalleled power and whose love extends to every person even before each is born (Romans 1:20).
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross in our place, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return in power and glory (Luke 1:26-35; 2 Corinthians 5:21; John 20:30-31; 1 Corinthians 15: 3-4; Mark 16:19; 1 Thessalonians 4:16; 1 Timothy 3:16).
4. We believe that human beings are created in God's image, but because of human sin against God, that image was defaced and fellowship with God was broken (Genesis 1:27; Romans 3:23).
5. We believe that God establishes gender, male or female, at conception not to be chosen by man or to be changed later through science (Genesis 1:27).
6. We believe that God has demonstrated His love for lost and sinful humanity, in that while we were yet sinners, Christ died for us (Romans 5:8).
7. We believe that the Holy Spirit convinces us of sin and leads us to experience God's salvation through faith in Jesus Christ as Savior and Lord (not by good works), who alone reconciles us to God and who is restoring God's image in us (2 Corinthians 5:17-21).
8. We believe in the ongoing ministry of the Holy Spirit, who empowers us to live godly lives and to express our personal faith in good works (John 14:26; Ephesians 4:11-16).
9. We believe in life after death of both the saved and the lost; the saved to dwell in God's presence forever, and the lost to exist without God (John 3:16-18; Matthew 25:46; 2 Thessalonians 1:5-10).
10. We believe that the Bible is the inspired, infallible, and uniquely authoritative Word of God and our guide in faith and life (2 Timothy 3:16).
11. We believe that sexual intimacy is a sacred and beautiful gift God designed for the covenant of marriage between man and woman only (1 Corinthians 7:1-2; Genesis 2:24).

I am in agreement with the truths stated above and I commit to a lifestyle of living out each one.

Signed _____

Date _____

12/5/2025



Code of Conduct

Jesus Christ and the Word of God are central to the purpose and mission of Redeeming Love Ministries, Inc. For this reason, all center affairs are to be conducted in full accordance to the Bible, the Center's Mission, Vision, Statement of Faith, Bylaws, as well as related policies reflecting the Center's religious nature. It is RLM's policy to be staffed, whether by employees or volunteers, with only committed disciples of Jesus Christ. Consequently, every employee and volunteer is expected to review and affirm his or her agreement with these standards as a condition of continued affiliation with the Center. Violation of this Code shall constitute cause for discipline up to and including termination.

"but as He who called you is holy, you also be holy in all your conduct" 1 Peter 1:15

- We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon Redeeming Love Ministries, Inc. as a whole.
- We conduct ourselves at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
- We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
- All of our communications are truthful, honest, and accurately describe the services we offer.
- We operate in accordance with all applicable laws unless they go against God's word.
- We respect confidentiality and only disclose information as required by law or as otherwise authorized by the client.
- We treat others with kindness and compassion and in a caring and courteous manner.
- We believe in the sanctity of life from the moment of conception to natural death.
- We oppose abortion, except in certain cases such as ectopic pregnancy, to save the life of the mother.
- We oppose all forms of abortifacients.
- We give accurate, evidence-based education about pregnancy, fetal development, lifestyle issues, and related concerns.
- We do not offer, recommend, or refer for abortions or abortifacients, including birth control, but we are committed to offering accurate, medically based information about abortion procedures and risks.
- We believe that the Bible is the inspired, infallible, and uniquely authoritative Word of God and our guide in faith and life.



Code of Conduct

- We believe in chastity outside of marriage and fidelity within. We believe in the sanctity of marriage between one man and one woman, as taught in the Bible. Therefore all staff and volunteers commit to a lifestyle of sexual purity and will refrain from engaging in any sexual relationships outside the bonds of Christian marriage.
- We live a lifestyle consistent with biblical values.
- All “conflict of interest” relationships will be avoided with Board members, staff, suppliers, those we serve, and other organizations with whom we deal unless disclosed and approved.
- No one will accept gifts or favors that might influence the performance of their responsibilities.
- We are committed to conducting ourselves according to the principles of Matthew 18:15-35 regarding conflict resolution and interpersonal relationships.
- In accordance with the Statement of Faith, Mission Statement, and Vision Statement Redeeming Love Ministries, Inc. is a Christian Ministry. As such, faith in Jesus Christ is essential to the mission and vision of the pregnancy center and therefore all employees, volunteers, and board members are expected to act in accordance with these statements and adhere to this standard of conduct. Actions that are contrary to these statements of belief or conduct could result in the termination of the relationship between the employee, volunteer, or board member and Redeeming Love Ministries, Inc.

I have read and understand Redeeming Love Ministries, Inc. Statement of Faith, Mission Statement, Vision Statement, and Code of Conduct. I agree and understand my responsibility to uphold these values and live a biblical lifestyle.

Printed Name

Signature

Date