



ASHLAND CHRISTIAN HEALTH CENTER

Holistic Care in a Christ-Centered Atmosphere

Position: Assistant Director
20 hours per week

Area of Accountability: The Assistant Director will fulfill duties as assigned by the Executive Director with a heavy emphasis on EVENT COORDINATION. Collaboration with our Event volunteers and committees to accomplish events using effective communication skills, always striving to fulfill the mission: *“The Ashland Christian Health Center exists to holistically care for and elevate the dignity of Ashland County residents who are uninsured or under insured, in a Christ-centered atmosphere.”* A medical background is not required.

Qualifications and Skills: Required

1. Commitment to Christian faith and wholehearted acceptance of the mission of the Ashland Christian Health Center.
2. Effective oral and written communication skills as needed to interact with the range of constituents associated with the Ashland Christian Health Center.
3. Strong Organizational and leadership skills as needed to develop, plan, and budget for our fundraising events; recruit committee and event volunteers for our fundraising events.
4. Demonstrate strong ability to utilize software and data bases.

Recommended

1. Bachelor Degree Preferred
2. Experience in a non- profit setting is preferred.
3. Experience in Event planning and Fundraising

Duties and Responsibilities.

1. Play a crucial role in supporting the Executive Director, in the absence of the Executive Director the Assistant Director will represent our ministry professionally.
2. Exhibit a Commitment to Christian Faith and ability to respond to opportunities to include Christ in the story of the ACHC.
3. Maintain event scheduling using effective communication skills; provide effective problem solving skills as concerns arise in the planning and executing of events while setting attainable goals for our events. Monitor the spending and budgeting of events.
4. Support the Executive Director with social media, website management, and software programs for donor management and budgeting software as needed.
5. Aid in the development of our Event Calendar designing policies, procedures, and strategies to meet event goals. Lead, Coordinate, participate and attend the activities of the event team and partners, including the marketing of our events.
6. Assist the Executive Director in coordinating daily operations, assist in facilitating the smooth functioning at the office, ensuring follow through with internal policies and procedures within our office.



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7. Coordinating a seamless work flow in the office to ensure our days run smoothly.
8. Organize, Collect, and Analyze our Data Entry collection for grants, reporting, marketing, and sharing our mission.
9. Attention to detail in forms, files, spreadsheets, marketing materials, etc.
10. Lead and complete special assigned projects, events, gatherings, and fulfill duties as assigned by the Executive Director.

Key Competencies

planning and organizing
communication skills
Microsoft Office-Word, Excel, and Google Drive
attention to detail
adaptability
customer service
problem solving
judgment
decision-making
confidentiality
integrity

Send Resume and Inquires to Cheryl Benway, Executive Director, cheryl@achcoh.org

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