

Assurance for Life is accepting applications for its Client Services Coordinator position. This is a full-time position with benefits including paid time off, holidays, and matching retirement savings opportunities.

Client Services Coordinator Job Responsibilities:

Serves clients and others by greeting, welcoming, and directing them appropriately in person and over the phone; notifies staff of client/visitor arrival; maintains client services database and files and provides ongoing statistical reporting for client information; and provides administrative support to the Assurance team.

Client Services Coordinator Job Duties:

- Joins with the rest of the Assurance family in lifting up all aspects of the ministry's work in prayer.
- Shares Jesus Christ with clients, volunteers, visitors, staff, and others through reflecting His love, compassion, care, grace, mercy, and truth.
- Serves in the capacity of primary receptionist for the clinic.
- Welcomes clients and visitors by greeting them, in person or on the telephone; answering or referring inquiries; and scheduling appointments.
- Maintains security by following procedures; monitoring front office, files, and databases.
- Maintains safe, clean, and welcoming reception area.
- Maintains efficient workflow in scheduling and serving clients in partnership with other staff and volunteers.
- Maintains accurate and secure client files through double-checking documentation and filing.
- Maintains client service databases through data entry.
- Prepares statistical reports on client services.
- Provides administrative support for mailings, fundraising events (Love Walk, Baby Bottle Blessings and Banquet), and other efforts with the Executive Director, Assistant Director, and Director of Operations.
- Contributes to team effort by accomplishing other duties as needed.

Client Services Coordinator Skills and Qualifications:

Recognizing that Assurance for Life is a Christian ministry, personal faith in Jesus Christ, agreement with Assurance for Life's [Statement of Faith](#), and active membership in a local congregation are essential qualifications.

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Client Focus, Organization, Informing Others, Handles Pressure, Client Flow Management.

Training in pregnancy center best practices will be provided.

Application Process:

Please submit cover letter, resume and references, including one from a pastor in your church, by January 15th to:

Janet@assurancecare.org

Or

Assurance for Life

Attn: Janet Harris

1517 Nicholasville Rd., Suite 403

Lexington, KY 40503