



**Miriam Centre is a charitable organization.  
The work of Miriam Centre is a Christian ministry.**

**The first responsibility of staff is to welcome  
and offer help to families according to their needs.**

\*\*\*\*\*

***RESPONSABILITIES OF THE ADMINISTRATIVE ASSISTANT  
AND PUBLIC RELATIONS COORDINATOR***

**PUBLIC RELATIONS**

- Establish and maintain contact with the clergy, church groups, other pro-life groups, schools and other...
- Manage incoming emails and messages to the Centre and respond or forward as needed;
- Conduct presentations of our services for various groups as requested;
- Advertise the Centre using the different methods available (English and French);
- Keep contact lists up to date;
- Produce the Miriam Centre Christmas Newsletter;
- Ensure that our website and other internet sites such as the Yellow Pages, Canada Helps and Google are kept up to date;
- Write thank you letters and other correspondence when required.

**VOLUNTEER COORDINATOR**

- Prepare and conduct on the job training for volunteers and staff;
- Present training courses for volunteers and staff;
- Develop new courses as the need arises;

## **RESOURCE MANAGER**

- Review all new books and audio-visual material;
- Research and order books, brochures and other resources for staff, volunteers and beneficiaries;
- Update coordinates for social services and resources for families in need;
- Prepare handout sheets with coordinates of resources for beneficiaries.

## **OTHER COMMON TASKS**

- Conduct confidential intake interviews with the mothers in need and their families;
- Provide families with emotional support and practical help;
- Answer the phone and greet incoming visitors according to their needs;
- Make appointments;
- Assign duties to volunteers as needed;
- Take part in fundraising and promotional activities according to availability;
- Sort and organize material received from different donations;
- Maintain the order and cleanliness of the facilities.