

Birthright of Tulsa

Front Office Assistant

Birthright of Tulsa, Oklahoma's first pregnancy resource center, is looking for a Front Office Assistant. Job responsibilities include checking-in clients, assisting clients in the clothing room, processing donations, and helping with all aspects of creating a warm, inviting environment for our moms and babies.

We are looking for someone who is warm and welcoming to our clients, but who also can facilitate all the happenings in a busy office. Multi-tasking and computer skills are a must. At times, this is a very busy office, and we need someone who can be on their feet for much of the day if necessary. Bi-lingual a plus.

Hours – Tuesday, Wednesday and Thursday 11-6 with some additional shifts throughout the year when able.

Pay - \$15.00 per hour.

Contact – Cathleen Henderson , tulsa@birthright.com or 918-830-5838