



## **Administrative Assistant (part time) Job Posting**

The Hope Council is in search of a self-directed individual who has at least one year of office experience. The qualified candidate will also have excellent communication and computer skills as well as receptionist or customer service experience.

### **Duties and Responsibilities of the Job Include:**

- **Must demonstrate a high level of interpersonal communication skills.**
- **Schedules appointment for clients, including handling of money and receipting of payments.**
- **Promptly and efficiently greets clients both on the phone and in person, answering complex queries regarding Council programs, assessment orders and referring clients to appropriate staff.**
- **Efficiently enters computer data, including client schedules, forms, reports, paperwork, tracking and filing systems.**
- **Assists in creating a welcoming environment for client, staff and visitors.**
- **Holds responsibility for timely opening, closing, staffing and preparing of office for business.**
- **Assists other staff in their duties.**

**Pay is \$17.00 per hour; position is part time, 20 hours per week. Monday & Tuesday 9 am - 4 pm, Friday 9 am to 3 pm.**

**The Hope Council is a non-profit organization whose mission is to reduce the impact of alcohol and other drug abuse in our community by providing education, prevention, intervention and referral services. Hope Council offers a great working environment and 401k. Paid vacation is available after one year of employment.**

### **To Apply:**

**Email a cover letter with a resume to [info@hopecouncil.org](mailto:info@hopecouncil.org)  
Resumes without cover letters will not be considered.**