



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

The Hope Council on Alcohol & Other Drug Abuse, Inc. is in search of a self-directed individual that has at least one year of office experience. The qualified candidate will also have excellent communication and computer skills, working knowledge of Microsoft Office (Word & Excel), strong email & online calendar skills, as well as receptionist or customer service experience.

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

1. Understands and supports the programs, Employee Standards, Customer Service Standards, Employee Code of Professional Behavior, and mission of the Hope Council.
2. Schedules appointments for clients, including handling of money and receipting of payments.
3. Files confidential documents and paperwork.
4. Promptly and efficiently greets clients both on phone and in person, answering complex queries regarding Council programs, assessment orders, and DSP procedures, and referring clients to appropriate staff.
5. Efficiently enters computer data, including client schedules, forms, reports, paperwork, tracking and filing systems.
6. Processes client reports and paperwork.
7. Assists in creating a welcoming environment for clients, staff and visitors; maintaining the clean and professional appearance of the reception area and shared spaces keeping areas organized and stocked.
8. Holds responsibility for timely opening, closing, staffing, and preparing of office for business.
9. Assists other staff in their duties including drug testing, as needed. Other duties as assigned.

Pay is \$16 per hour; position is part time approximately 15-20 hours per week. Multiple positions available with permanent but flexible scheduling. Flexibility to cover hours for other staff is a plus. Length of employment is determined by available funding and job performance.

The Hope Council is a non-profit organization whose mission is to reduce the impact of substance use disorders 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.