

JOB DESCRIPTION

Title: **Administrative Assistant**
Program: Southern Bucks Recovery Community Center
Supervisor: Senior Peer Services Coordinator
Classification: part time, evening and weekend hours as needed

Qualifications: Associate's Degree or High School Diploma/GED plus 2 years' experience as an Administrative Assistant. Must have working knowledge of Microsoft Office Suite. Understanding of addiction and recovery issues. Cross-cultural skills, and experience with culturally diverse populations. Demonstrated excellence in written and oral communication skills. Must be able to work well with people. Knowledge of multiple languages a plus.

Duties and Responsibilities:

- Provide administrative support to the Southern Bucks Recovery Community Center staff as approved by the Senior Peer Services Coordinator.
- Receptionist duties, greet and welcome visitors.
- Assist customers with requests for information and/or assistance
- Administrative support to SBRCC – routine correspondence, routing mail, assistance with projects/mailings, preparation and support for trainings/meetings
- Database collection and input; Listserve email management; membership tracking
- Assemble training materials – may include updating of manuals, etc.
- Other related duties as determined and approved by the Senior Peer Services Coordinator.

Salary Range: \$26,270 - \$41,620 (full time range)

Revised: March 2008

Employee Signature Date

Supervisor Signature Date