



ADVOCACY UNLIMITED, INC.

Administrative Assistant | Peer Recovery Supports

POSITION DESCRIPTION: Advocacy Unlimited offers education, advocacy, and support in the areas of mental health, addiction, and trauma. Our peer-led holistic approach encourages individual growth, protects human rights, and informs systems transformation. We use our direct lived experience to inform our approach.

The position of Administrative Assistant entails two primary functions: carrying out the daily operations of the AU New Britain Office, and providing administrative support to the Peer Recovery Support (PRS) Management. This position requires excellent communication skills, a high regard for maintaining confidentiality, a strong attention to detail and the ability to respond quickly and responsively to changes in the work environment.

The administrative assistant is the first contact with the organization. For this reason, it is critical that the administrative assistant be prompt, reliable, courteous, helpful, outgoing, and highly knowledgeable about the organization. Knowing the organizational structure, as well as relevant resources both at AU and in the community, is critical for success in this position.

FULL-TIME NON-EXEMPT EMPLOYMENT: 37.5 Regularly Scheduled Hours per week, at a rate of \$20.50 per hour, and 180-Day Introductory Period with Performance Evaluation at the conclusion of this period.

Reports to: Director, PRS.

Office Support

- Greet guests and manage the reception area in Suite 201.
- Keep supply areas, kitchenette, conference room, open space, and other Suite 201 gathering areas tidy.
- Direct all calls received on the main Advocacy Unlimited number, check voice messages from automated attendant and maintain an up to date phone directory system.
- Manage calendars for the open space and conference room in Suite 201.
- When available, assist person responsible for the planned activity with setting up.
- Carry out light cleaning in kitchen area and other common areas of Suite 201.
- Ensure that flyers and promotional material are current with photocopies available at the reception desk, outlook calendar, and website calendar.
- Generate content and update Advocacy Unlimited's Social Media.
- Co-Chair the Safety Committee, and maintain records
- Communicate with Director of PRS and AU's Business Manager to ensure the office space is maintained to meet expectations for safety and climate.
- Member of the Lived Experience Subcommittee of the CT SAB.

Peer Recovery Supports

- Administrative support to the Director of Peer Recovery Support.
- Maintain forms and make available, as needed, to the members of PRS teams.
- Receive financial documents, review for accuracy and completion, submit forms to the PRS Director, including timesheets, expense and mileage reimbursement, check requests, and other financial documents for PRS team members.
- Member of the PRS Communications Team.
- Complete Staples order for the PRS division.
- Maintain supply inventory.
- Prepare all PRS supply order forms for processing.
- Bi-weekly check-ins with program leads to gather promotional material.
- Complete day-to-day administrative support as needed.

EDUCATION & EXPERIENCE:

Recovery Support Specialist, or equivalent Peer Certification, preferred.

Associates Degree, or equivalent experience, preferred.

At least 3 years of clerical experience, required.

REQUIRED SKILLS AND ABILITIES:

Recovery-oriented, flexible, culturally sensitive, a team player, strong communicator and leads by example.

Proficiency in Microsoft Office 365.

Excellent communication skills, both written and verbal.

Highly organized and self-motivated.

Detail and task oriented.

Ability to work independently and manage multiple projects