



ADVOCACY UNLIMITED, INC.

Administrative Assistant

POSITION DESCRIPTION: Advocacy Unlimited, Inc. provides holistic, peer-led education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. A unique strength of the organization is AU's designation as a peer-run organization. This means that all team members integrate their personal, direct lived expertise, coupled with education and training, to provide recovery services as part of the continuum of care available across CT.

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. 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 requests. High proficiency with project management is an essential ability.

FULL-TIME NON-EXEMPT EMPLOYMENT: 37.5 Regularly Scheduled Hours per week, at a rate of \$20.00 per hour, Comprehensive Benefits as outlined in the AU Personnel Handbook, and 180-Day Introductory Period with Performance Evaluation at the conclusion of this period. **Reports to:** AU Business Manager

Responsibilities

- Open and close the Peer Recovery Community Center (PRCC) Monday-Friday from 9-5pm.
- Greet guests and manage the reception area for the PRCC.
- Maintain PRCC, including keeping supply areas, kitchenette, conference room, open space, and other gathering organized and tidy.
- Responsible for submitting supply orders for the PRCC to the Business Office.
- Keep the PRCC calendar up-to-date and handle booking reservations for the PRCC training space and activities room.
- Assist with setting up for scheduled programming within the PRCC training space.
- Ensure that cross-organizational program flyers and promotional material are current with color photocopies available at the reception desk.
- 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 the AU general email, respond as appropriate, and direct emails to respective teams.
- Co-Chair the Safety Committee, and maintain records
- Provide administrative support to the AU Business Manager & Executive Director, as requested.
- Assist with receiving and organizing RSS applications.
- Search job boards for open peer specialist job descriptions on a weekly basis and sends to the Communication & Marketing Specialist.
- Complete day-to-day administrative support as needed.
- Other duties as assigned.

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