



POSITION DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

HOURS: 30 HOURS PER WEEK

Two dynamic and growing mental health support organizations, Mental Health Community Centers, Inc. and the National Alliance on Mental Illness (NAMI) Sarasota-Manatee, are seeking a skilled, part-time (15hrs per week for each organization) Administrative Assistant to serve both organizations' administrative and program staff in a non-clinical mental health setting. This is a great position for those looking to further their experience in Mental Health Wellness.

Responsibilities:

1. Manage telephone system, exhibit professionalism on phone calls, and offer information and referral to callers.
2. Be able to interact with members and families in a way that conveys support and demonstrates healthy behaviors.
3. Identify member/family/case manager needs. Assist when necessary and communicate those needs to the program/executive director.
4. Greet members and visitors and facilitate use of sign in sheets for Wellness Centers and groups.
5. Perform proper record keeping including daily attendance, activity statistics, group and class statistics, time sheets, and assistance with intake duties while promoting services to prospective members, and other duties as assigned.
6. Assist in preparing lunch, serving and ordering kitchen supplies (MHCC).
7. Assist in the development of monthly board meeting materials, minutes and executive meetings as needed.
8. Manage volunteers who help with administrative tasks, including assisting volunteers with support groups and education classes and follow up data entry.
9. Participation in agency trainings and staff meetings.
10. Assist with communications in to order ensure promotional materials and other communications are prepared and distributed as needed.
11. Assist with awareness opportunities including Mental Illness Awareness Week, Mental Health Month, Education Forums, fundraisers and special events as needed.
12. Adhere to privacy policies and demonstrate strict confidentiality regarding member or staff information.
13. Other administrative tasks as required.

Position Qualifications:

1. Time management skills and ability to maintain professionalism under pressure.
2. Good verbal and written communication skills to establish and maintain strong working relationships with culturally diverse members, their families and caregivers as well as a wide range of community agencies and organizations.
3. Computer literacy: ability to work with Microsoft Word, Excel, PowerPoint and maintain Databases, and to organize shared admin files with Dropbox.
4. Ability to pass a DCF Level II Background Screening.

Experience:

- Behavioral Health – 1-year experience preferred.

Education:

- High School or Equivalent