



## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	Receptionist/Administrative Assistant
<b>PROGRAM:</b>	80% Counseling/20% Administration
<b>SUPERVISED BY:</b>	Counseling Program Manager
<b>EMPLOYMENT STATUS:</b>	Full time, regular, non-exempt
<b>SALARY:</b>	\$13.00 per hour

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### ***BASIC RESPONSIBILITIES:***

Under the supervision of the Counseling Program Manager, the Receptionist is responsible for answering telephones; greeting clients and other visitors, and performing general office and clerical duties and special projects as assigned.

### ***GENERAL EXPECTATIONS:***

- Support and comply with the values and policies of Atlantic Street Center.
- Work as part of the Counseling Team and in support of other agency teams.
- Abide by the agency's confidentiality policies.
- Perform other administrative duties and special projects as delegated by the Counseling Program Manager.

### ***SPECIFIC DUTIES AND RESPONSIBILITIES:***

- Perform procedures to open the Raines Building site, which includes...
- Answer 8 line phone system which includes providing information and referral to callers; screening and directing callers, directing callers to voicemail, and taking written messages when necessary.
- Greet clients and visitors and direct to appropriate area.
- Maintain appointment books for counseling staff,
- Maintain staff phone list (voice mail and directory).
- Schedule and manage use of agency vans.
- Perform clerical tasks such as word processing and typing, filing, and copying, routing, and faxing of documents.
- Provide administrative and clerical support as requested by Counseling Program Manager.
- Prepare for agency meetings, which may include setting up meeting room; buying and preparing refreshments as requested; and clean up following meetings.
- Schedule and manage use of agency common areas and equipment.
- Troubleshoot equipment malfunctions and report for repair when necessary.
- Open and distribute mail
- Receipt all revenue (cash, checks, and bankcard) on revenue log and distribute to RD & Accounting for deposit.
- Other duties as assigned by Counseling Program Manager.

### ***MINIMUM QUALIFICATIONS:***

- EDUCATION:** High School Diploma or GED.  
**EXPERIENCE:** 6 months paid or volunteer experience with non-profit organizations.

### ***SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:***

- Typing/word processing skills (40 wpm).
- Working knowledge of Word, Excel and Outlook 2003 for Windows.
- Excellent written and oral communication skills.
- Strong organization skills.
- Flexibility and ability to handle multiple priorities.
- A professional manner and customer service attitude for interaction with donors, Board members, volunteers and the general public.
- Execute multiple tasks with efficiency and accuracy and on time
- Strong degree of flexibility.

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- Strong ability to complete assigned tasks in agree upon timelines
- Ability to maintain effective working relationships with co-workers, partners, and the general public.
- Ability to work effectively with minimal supervision.

**TO APPLY:** Qualified individuals should submit a resume and cover letter clearly stating how you meet or exceed the minimum qualifications. Submit materials by email, fax, or postal mail to:

**Human Resources**  
**Atlantic Street Center**  
**2103 S. Atlantic St.**  
**Seattle, WA 98144**  
**Fax: (206) 329-2171**  
**Email: [jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org)**

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