

Crisis Center, Inc.
Recovery Resource Center
Position Description
Administrative Assistant

Purpose: To provide support to Recovery Resource Center staff and provide day to day administrative functions.

Scope: This position interacts with the following areas:

- Recovery Resource Center Program Director, Care Coordinator and Project Coordinator

Working Relationships:

- Reports directly to the RRC Program Director
- Reports periodically to the Crisis Center, Inc. Leadership team

Qualifications:

- Bachelor's degree or three years of administrative experience
- Excellent time management skills and ability to multitask
- Must possess an understanding of substance use disorders
- Demonstrates ability to always act in a professional manner as a representative of the agency
- Confident, articulate, and professional speaking ability

Duties and Responsibilities:

1. Collaborate with staff to provide day to day administrative functions.
2. Greet clients and manage sign in procedures both face to face and by phone.
3. Collect client demographics and other information needed to create and maintain records.
4. Assist in the development of monthly reports and other typed correspondence (meeting minutes, letters, reports, memorandums, etc.).
5. Assist in facilitating the development and coordination of staff trainings, meetings, and materials.
6. Order and maintain supplies and materials needed for center operations.
7. Other duties as assigned.

***** Please send cover letter and resume to jbayles@crisiscenterbham.org**