



**The Council of Southeast Pennsylvania, Inc.**  
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## **JOB DESCRIPTION**

**TITLE:** ADMINISTRATIVE ASSISTANT  
**REPORTS TO:** BUCKS COUNTY RECOVERY SUPPORT SERVICES MANAGER  
**CLASSIFICATION:** NON-EXEMPT, FULL TIME

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- High school education with 2 years of experience providing similar services in a client-service or health care environment.
- Position is based in Bucks County with the expectation that employee will work at locations as needed, using private vehicle. Employee must be able to work independently and collaborate with community and organizational representatives.

### **ESSENTIAL DUTIES:**

- Assist and support maintaining a safe and professional office environment, collaborating with co-workers to maintain necessary program and office supplies. Proper customer service, both internal and external customers, is crucial to the smooth operation of Council services.
- Conduct self in a professional manner by adhering to The Council's Employee Handbook.
- Maintain valid driver's license and safe driving record.

### **DAILY JOB RESPONSIBILITIES:**

- Provide administrative support to the Southern Bucks Recovery Center and the CARA Grant Team, including Volunteer Coordinator, CRS, Employer Partnerships Specialist, and Wellness Program Specialist.
- Provide administrative support for Southern Bucks County Recovery Support Center Vision Team.
- Follow up with community contacts made, scheduling meetings, ordering program-specific supplies, etc.
- Conduct required data collection and performance measurements utilizing both outcome and process evaluation strategies. Enter GPRA data into database
- Lead tours of the Center, assist in signing up participants for Grant-specific CRS services if necessary.
- Serve as the "main contact" for program registrations.
- Assist with volunteer recruitment; coordinate efforts with Volunteer Coordinator.
- Support staff, volunteers and Coordinator for incoming calls, emails, inquiries, marketing, fundraising efforts, social media and general contacts.
- Generate supplies order according to program and Council procedures.
- Daily tracking of service recipients coming in for recovery support services.
- Maintain electronic and paper records according to program and Council procedures and in compliance with applicable privacy law.

- Generate and process documents, including but not limited to brochures, marketing materials, participant files, correspondence, reports - paper and electronic.
- Other duties as directed by Executive Director and/or Management Staff.

**COMPENSATION:** Commensurate with experience and other qualifications.

**REVISED:** December 2017

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Employee Signature                      Date

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Supervisor Signature                      Date