

# JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant

**AUSTIN MENTAL HEALTH COMMUNITY**

**MONTHLY SALARY:** up to \$2080/month

**CLASSIFICATION:** part time

**WORKING HOURS:** Variable  
Monday – Friday (some weekends)

**PART-TIME:** up to 30hrs/weekly

**POSITION CLOSE DATE:** until filled

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## **GENERAL DESCRIPTION OF THE POSITION:**

The Administrative Assistant provides administrative support to ensure efficient operation of the office. The Administrative Assistant will be a support staff to the Executive Director, assist in managing the office and supervise staff. It is essential in this position to be efficient and comfortable being a member of a team, can multi-task and manage administrative support. The Administrative Assistant should be resourceful, an excellent problem solver and organized. Assure a steady completion of workload in a timely manner is key to success in this position. This position is a grant-funded position. Austin MHC has received this funding for the past 20 years and has currently received a funding increase.

**TRAVEL:** 20%

**OVERNIGHT:** 5%

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## **ESSENTIAL FUNTIONS:**

- Manage workflow by task ensuring that deadlines are met and work is completed correctly
- Assist in training staff members and new hires
- Generate memos, emails and reports when appropriate
- Assume responsibility for maintenance of office equipment, including computers, and copy machine
- Maintain office supplies by checking inventory and order items
- Respond to questions and requests for information
- Answer incoming calls and assume other receptionist duties when needed to include linking people with other community-based resources
- Locate community resources to assist in the needs of peers

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## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE POSITION:**

- Proficiency in MS Office with expertise in Microsoft Word, Excel and some PowerPoint
- Ability to analyze and revise operating practices to improve efficiency
- A self-starter; Work as a team and independently
- Ability to work with money and the ability to create a bank deposit and take deposit to bank
- Coordinate End of the Month Reports
- Occasionally pick up supplies for the office and make on-line purchases
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Ability to communicate positively to a wide variety of people, including AAMHC members and staff, mental health professionals, other advocacy organizations and our community
- Ability to maintain healthy boundaries with peers, co-workers, and community
- Ability to communicate effectively verbally and in writing.
- Ability to respond to the issues and needs of people in crisis and observe rules of ethics and confidentiality
- Skill in planning, prioritizing, and organizing workload to complete job assignments in a timely manner

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## **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**

- Self-identified as having direct personal experience living with mental illness and recovery or a family member
- High School Diploma or GED
- Agree to disclose own mental health diagnosis for the purpose of educating, role modeling and providing hope to others about the reality of recovery.
- Be able to travel as needed
- Must have adequate mobility that requires walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in various care
- Must be able to seldomly lift and/or move up to 40 pounds
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## **SPECIAL INSTRUCTIONS AND/OR REMARKS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.