Administrative Assistant

Job Description



Child & Family Counseling & Resource Clinic

831 East Washington Avenue

Madison, WI 53703

Telephone 608-255-7356 | Fax 608-255-0457

**About The Rainbow Project, Inc…**

We are an exciting, dynamic, & collaborative non-profit child & family counseling & resource clinic that specializes in providing evidence-based trauma-informed prevention, early intervention, long-term treatment, & crisis response services. These services include individual/family psychotherapy, in-home therapy, classroom observation/consultation, group therapy, & educational presentations.

Join a caring, healthy work environment that balances independence & teaming, to promote personal & professional growth. We are committed to cultural proficiency, social justice, & employee well-being.

Our clinic is centrally located in downtown Madison, WI, offers great benefits, & competitive salaries. We also offer free, onsite parking!

**About this position:** This position is 30-40 hours/week. Hours are Monday through Friday between 9:00am and 5:00pm, with some flexibility for events. This position reports to the Administrative Manager and works in partnership with the full Administrative Team. Provides day to day support for clinical and administrative staff.

**Responsibilities:**

* Fulfill general reception responsibilities- greet and direct office visitors, direct incoming calls, communicate client arrival to clinical staff, filing, data entry
* Assist in reporting/data needs for all Rainbow Project programs
* Coordinate with Administrative Manager, Clinical Manager and Executive Director, provide support to each as needed/requested
* Coordinate general clerical/administrative and operational support with other administrative staff

**Qualifications:**

* Minimum three years of office administrative support experience
* Some college preferred
* Licensed driver with access to insured vehicle
* Satisfactorily pass required background check
* Must be proficient in Microsoft Office Suite
* Excellent organization skills
* Excellent communication skills- both written & oral
* Demonstrate taking initiative & eagerness to learn
* Effectively manage & adapt to varied tasks
* Demonstrate diverse, equitable values and actions in the workplace
* Compassionate & cooperative
* Active contributor to a positive work environment

To Apply…

To apply for this position, applicants shall complete and return the following to Caitlin Bausch, Administrative Manager, by the deadline specified below.

1. Application for Employment form

2. Application Questions

3. Background Information Disclosure Form

4. Resume

5. Demographics form

\*These items can be found on the Rainbow Project’s website, [**www.therainbowproject.net**](http://www.therainbowproject.net), under the “careers” section

Please submit completed application materials via:

US Mail...

The Rainbow Project, Inc.

831 East Washington Avenue

Madison, WI 53703

Fax...

(608)255-0457

Email…

[rpdesk@therainbowproject.net](mailto:rpdesk@therainbowproject.net)

Application Deadline… 12/01/2023 OR until position is filled