

ADMINISTRATIVE ASSISTANT- PART TIME

JOB DESCRIPTION



CHILD & FAMILY COUNSELING & RESOURCE CLINIC
831 EAST WASHINGTON AVENUE
MADISON, WI 53703
TELEPHONE 608-255-7356 x310 | **FAX** 608-255-0457

DUTIES AND RESPONSIBILITIES:

Administrative/reception

- Greet and direct office visitors (clients, other professionals, colleagues here for meetings, etc). Communicate client arrival with proper clinician/s.
- Answer telephone and forward calls/messages to proper Rainbow staff or answer basic questions/concerns that caller may have.
- Make sure waiting area and other common spaces are kept tidy and stocked (e.g. tissues in waiting room, toilet paper & towels in bathroom, etc.)
- Keep printed materials like registration forms, brochures, clinical paperwork, etc. stocked and up to date.
- Keep inventory of snacks, office supplies, household needs, toner, etc. and reorder when running low
- General faxing, mailing, filing and organization
- Coordinate with Administrative Manager and Executive Director, provide support to both as needed/requested
- General clerical/administrative support to therapists

Outreach/Fundraising Support

- Some peripheral administrative support for annual benefit, Rhumba 4 Rainbow
- Some coordination and logistical support for fundraising/outreach activities that come up

QUALIFICATIONS:

- Minimum one-year office administrative support experience
- Some college preferred
- Excellent organization skills
- Must be proficient at Microsoft Word, Excel, Access, Power Point and Publisher
- Good communication skills- both written and oral
- Compassionate and cooperative
- Able to multi-task and work well under pressure

The Rainbow Project, Inc. is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

To APPLY...

To apply to this position, the following should be completed by the applicant and returned to Caitlin Bausch, Administrative Manager, by the deadline specified.

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, 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...

frontdesk@therainbowproject.net

APPLICATION DEADLINE...

03/31/2017 OR until position is filled