



JOB DESCRIPTION

24/7 Administrative Secretary

Role Summary

The 24/7 Administrative Secretary serves to assist the Recovery Pastor and the 24/7 Administrative Committee with the administrative and secretarial needs of the program. This person will complete all duties as assigned by the Director, staff and the 24/7 Administration Committee.

Specific Duties & Responsibilities

- Prepare & distribute Case Management intake packets and files
- Prepare New Resident Orientation Packet
- Prepare & distribute Mentor Packets
- Distribute letters, information, notices, promotional materials, etc. as directed by the 24/7 Program Director
- Set up, take notes for and distribute information as needed for meetings
- Collect Program fees, record them for each individual and give total summaries to the Director, House Managers and clients
- Attend court hearings, pick up new residents from the jail as needed
- Maintain updated client list
- Other duties as assigned

Qualifications

- Agreement with Statement of Faith, Vision, and Values of Anthem Church
- Must complete A1 and A2 core classes
- Engaged in an Anthem Community group
- Walks in integrity and cultivates an intimate relationship with Jesus

Knowledge & Skills

- Proficient in Microsoft Office (Word and Excel)
- Type 45+ words per minute
- Excellent verbal and written communication skills, including ability to clearly express thoughts to others and exchange information
- Excellent time management skills and the ability to complete multiple projects on time and hold others to scheduled deadlines
- Experience working with individuals in addictive and abusive situations
- Demonstrates confidentiality when dealing with sensitive information

FLSA Status:
Non-Exempt/Hourly

Hours:
Mon-Thurs
Part Time (20 Hours)

Reports to:
Recovery Pastor

Benefits:
None