

## **FULL-TIME JOB OPENING**

**Position:** Administrative Assistant

**Location:** Pittsburgh and other sites

**Supervises:** None

**Licensure/Certification Required:** Valid Pennsylvania Driver's License and reliable transportation.

**Education/Experience/Abilities Required:** Must have a high school degree or equivalent and 2 years paid or voluntary work experience. Applicant must be able to provide own transportation to/from work setting, and be able to work with people in a team setting. The position requires excellent communication and computer skills. Experience with Microsoft Windows Office Suite is necessary. Individual must be a prior or current mental health consumer with the ability to role model recovery and establish trusting relationships with peers and staff.

**Job Duties Summary:** The administrative assistant will be responsible for organizing, scheduling and maintaining information for two programs. General PC proficiency and strong skills in MS Word, Excel, and PowerPoint are required.

**Work Schedule:** Monday-Friday 9-5 or 8-4 with occasional evening and weekend hours.

Contact: Kathy 412-227-0402 ext. 207