



Administrative Assistant Job Description

Job Title: Administrative Assistant
Location: Choice Recovery Coaching, Inc.
155 Maple Street, Ste. 305
Springfield, MA 01105
Classification: Part-time independent contractor (1099), 15-20 hours per week
Reports To: President
Prepared Date: December 20, 2021

Summary of Duties

Choice Recovery Coaching, Inc. (CRC) believes that everyone has the ability to recover. CRC works diligently to support individuals in fostering happier, healthier lives as they grow their recovery capital in order to maintain their desired goals. Working as part of the CRC Team, the Administrative Assistant will assist in playing a key role in the Marketing, Web, and curriculum development; a combination of duties that require both detail orientation and creative, big picture planning. Day-to-day tasks vary considerably, ranging from providing customer service, scheduling meetings, calendar management, ordering materials, maintaining various spreadsheets/databases, providing customer service, and outreach to prospective trainees.

Position Responsibilities

- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications;
- Maintaining comprehensive and accurate corporate records, documents and reports;
- Performing minor accounting and bookkeeping duties;
- Organizing meetings, including scheduling, sending reminders and organizing catering when necessary;
- Answering incoming phone calls in a polite and professional manner and accurately taking messages;
- Supporting organizational calendar(s), including making appointments and prioritizing the most sensitive matters;
- Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects;
- Ability to maintain detailed records on a manual and/or automated system including performing data entry as needed;
- Keeps timely and accurate records as required by Choice Recovery Coaching data system;
- Updates/maintains social media materials and accounts;
- Works with multi-disciplinary teams in order to increase organizational efficiency and reach; and
- Work with Team to develop and distribute marketing materials via social media/print/other.

Qualifications:

- 2-3 years of administrative assistant experience
- Exceptional verbal and written communication skills
- Strong interpersonal skills
- Exceptional attention to detail
- Strong organizational and time management skills, deadlines driven
- Problem-solving and decision making skills
- Ability to work effectively with minimal supervision
- Ability to treat confidential information with appropriate discretion
- Strategic planning skills
- Proficient with Microsoft Office Suite and Google Platform
- Social Media/Web Savvy
- Willingness to attend various seminars, workshops, conferences, classes, community events, etc. necessary to keep abreast of developments, trends, and best practices
- Other duties as required

Note: This position has the potential to become a regular, full-time position.

Choice Recovery Coaching e is an EEO/AA Employer
recovery@choicerecoverycoaching.org