

Bacon Street Youth and Family Services

Job Title: Administrative Assistant

Reports to: Client Services Manager

FLSA Status: Non-exempt, hourly

FTE: .5 (half time)

Pay Rate: 14.00-16.00/hour DOE



Bacon Street Youth and Family Services (BSYFS) seeks an enthusiastic professional to join our team! This position requires a dynamic, flexible, self-starter to assist with our front office operations. Please email us with a current resume and cover letter or with any questions about this position to korgain@baconstreet.org.

Primary Responsibilities:

- Greeting clients and family members
- Scheduling clients through the online system
- Organizing client information and paperwork into appropriate files
- Answering phones and answering questions pertaining to services provided and referrals if necessary
- Taking phone messages and relaying information to appropriate contacts
- Other administrative duties as assigned

Qualifications:

- The ideal candidate will have at least an associates degree in office management, or related field.
- Firm grasp of available tools and platforms for Microsoft and Google suite
- Previous experience related to data entry and different types of technology
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, excellent organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Bacon Street Youth and Family Services and the families we serve

Environment/Physical Demands

Small amount of lifting, no more than 25 lbs. The successful candidate will be required to work within normal operating hours sometimes extending to include evening hours.

About Bacon Street Youth and Family Services

At Bacon Street Youth and Family Services we are passionate about supporting families. For over 50 years we have served adolescents and families dealing with substance abuse and mental health challenges through treatment and prevention programs. As a family focused provider, our counseling services extend to family members affected by and involved in the youth's counseling and/or recovery needs. The program engages youth and their families in a process of measuring the extent of the young person's substance abuse and/or mental health challenges, educating the family about substance abuse and mental health, providing the individual client and family with activities to allow for the development of new behaviors, and opportunities to address other disorders which may be co-occurring with substance abuse. At Bacon Street Youth and Family Services, we truly understand how scary and overwhelming adolescent substance abuse issues are and we are here to help, free of judgment and full of compassion.

"BSYFS provides prevention, education, and counseling to youth, their families, and our community, resulting in their living a life free of substance use challenges." Our mission centers on mentorship, advocacy, support, healing, listening, and empathy. We work to build lifelong relationships with the communities we serve and focus on healing for the entire family during the treatment process.

For more information, visit: www.baconstreet.org. Bacon Street Youth and Family Services is an Equal Employment Opportunity/Affirmative Action employer.