



The Council of Southeast Pennsylvania, Inc.
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JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT, ENRICHING RECOVERY GRANT
REPORTS TO: BUCKS COUNTY RECOVERY SUPPORT SERVICES MANAGER
CLASSIFICATION: NON-EXEMPT

SUMMARY: The Administrative Assistant for the Enriching Recovery Grant is responsible for providing support to the Grant Team, including the Volunteer Coordinator, CRS, Employer Relationships Specialist, and Wellness Program Specialist

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Highly organized; great attention to detail.
- Proficient in Microsoft Office (Word, Access, Excel, Outlook)
- Lived experience in recovery, or an understanding of the recovery community.
- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.

ESSENTIAL DUTIES:

- Provide Administrative support to the Enriching Recovery Grant Team as it relates to needs surrounding day to day operations of the SBRCC and Grant programming.

RESPONSIBILITIES:

1. Provide Administrative support to Enriching Recovery Grant Team such as: follow up with community contacts made, scheduling meetings, ordering program-specific supplies, etc.
2. Enter GPRA data into database and conduct GPRA interviews.
3. Affect an involved role within the SBRCC: lead tours of the Center, assist in signing up participants for Grant-specific CRS services if necessary.
4. Serve as the "main contact" for programming registration.
Other duties as directed by Executive Director and/or Management Staff.

COMPENSATION: Commensurate with Experience.

REVISED: November 2017

Employee Signature Date

Supervisor Signature Date