



Job Title – Intake Specialist – Part Time

Job Description - Is responsible for the day-to-day administrative support, projecting a professional image through in-person, and phone interaction. This position is part-time, to support evening and weekend services and activities. Successful applicants must be available weekdays from 4:00-9:00pm and weekends from 9:00am-5:00pm. Part-time Intake Specialists will regularly be scheduled between 18 to 23 hours per week, not to exceed 30 hours per week. Opportunity to cover day shifts from 8:00am-4:00pm may occasionally occur, but is not required.

Location(s): Administrative office

Position Title Reports to: Director of Operations

Pay Range: \$14.00 - \$14.50 per hour / non-exempt

Position Overview

The Intake Specialist is responsible for supporting the administrative staff to include general clerical, receptionist, data collection and other project-based work for the organization. The position exists to provide office support, including stocking of office and kitchen supplies, and handling incoming and outgoing mail & packages.

All employees should demonstrate our Rise Recovery core values – Community, Outstanding Service, Relationship, and Empowerment – while providing enthusiastic, professional, and courteous service to all who walk through our doors.

Essential Job Functions

- Responsible for providing front desk coverage
 - Greet and welcome guests upon arrival
 - Answer, screen, and forward incoming phone calls
 - Provide high-level service information to clients and potential clients
 - Oversee general office administrative duties, keep inventory of supplies and stationary in staff workstations, refill paper in copy machines, file and scan documents as assigned
 - Coordinate room set-up for meetings, including coffee set up, snacks, and supplies
 - Coordinate document digitization and records destruction
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Additional Job Responsibilities

- Updates phone extension list
 - Provide general administrative and clerical support
 - Monitor and maintain adequate inventory of a variety of supplies
 - Maintain and tidy conference, meeting rooms, and auditorium areas
 - Complete research tasks as assigned
 - Assist other Rise Recovery coordinators as needed
 - Receive, sort and distribute daily mail/deliveries
 - Ensure reception and admin meeting room area is tidy and presentable, with all necessary stationary and material (e.g. pens, brochures, etc.)
 - Other duties and projects as assigned
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Education and Training

- High school diploma or equivalent
 - Minimum of two (2) years' experience in an administrative or similar position
 - Demonstrated skills in Microsoft Office (Word, Excel, Outlook, and PowerPoint)
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Skill Competencies

- Demonstrated detail-oriented skills
 - Literate in databases and apps
 - Able to grasp new concepts quickly and efficiently
 - Proven ability to handle multiple tasks and work in a team environment
 - Strong presentation and communication skills
 - Participant-focused attitude, with high level of professionalism and discretion
 - Demonstrated skills in resourcefulness and self-management
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Rise Recovery is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status, or any other characteristic protected by law.

Qualified applicants should submit their resume to
Tifinie Williams, HR Generalist at TWilliams@RiseRecovery.org