

Kiva Center & Recovery Learning Community-Central Massachusetts
Job Description

Job Title: Administrative Support Staff, part time 10-15 hours/week

Job Summary:

The Administrative Support Staff is responsible for maintaining all needed supplies, equipment and services for office and programs. They are responsible for submitting time sheets, consultant vouchers, and reimbursement forms on a weekly basis. The Admin Support Staff handles typical office duties as filing, making sure all forms needed are available, answering phones and making necessary calls as needed. A thorough understanding of Excel and Microsoft programs mandatory.

Interested parties should contact Donna Macomber-Cassidy at the Kiva Center at 508-751-9600 or via email at Donna.MacomberCassidy@centralmassrlc.org. The fax number is 508-751-9601.

Principle duties and Responsibilities:

- All timesheets and vouchers to be checked, signed, copied and sent to appropriate payees
- Invoices and purchase orders to be copied, filed and sent in
- Bringing vouchers to The Bridge of Central Mass and picking up checks

- Maintaining Petty Cash - submitting forms with receipts for reimbursement
- Maintain Time tracking, hours of operation, stipends, check list for payments for timesheets and voucher
- Address emails from info website along with the Admin Support Staff email

- Handle most “trouble shooting” problem calls with utilities, computer etc. Fix copier machine on a regular basis
- Monthly Amex statement to be coded, copied and sent in also being sure receipts are turned in

Minimum Qualifications:

- Education and/or Experience:
 - Lived experience with a mental health diagnosis, extreme states and/or trauma required.
 - Experience with computers and office machinery preferred.
 - Experience with advocacy and peer support preferred.
- Abilities:
 - Access to reliable transportation (with access to your own vehicles preferred).
 - Bilingual/Bicultural in English and American Sign Language or Spanish a big plus.
 - Ability to act as an advocate and empowering individuals to take leadership in their own recovery.

- Ability and willingness to share own recovery story in an open and skillful manner.
- Ability for facilitate peer support groups.
- Attributes:
 - Safe and approachable, including when under pressure.
 - Respectful of and compassionate toward other people's thoughts, behaviors, ideas, and needs.
 - Self-aware and able to take responsibility for own mistakes, successes, weaknesses, and strengths, as well as being able and willing to seek support when needed.
 - Optimistic and confident in approach and outlook.
 - Curious about and open to all perspectives, with a focus toward keeping up-to-date with information about Peer Support and developments in the Recovery movement.