

Cornerstone Counseling Center of Chicago

Job Description for

Administrative Assistant

Description:

Cornerstone Counseling Center of Chicago (CCCOC) is a full service psychological and counseling agency located just north of the Loop in Chicago. CCCOC's staff are Master's and Doctoral level Christian professionals. CCCOC strives to reflect Christ's model as the Great Physician and serve as an agent of healing, providing psychotherapy, training, seminars and assessments to the adults, couples, children, adolescents, families, groups, churches and schools of all income levels of our local community. The Center's current operating budget is approximately \$700,000.

Major Responsibilities:

A two-year minimum, full time position. Responsibilities include daily operations of the Center with respect to customer servicing of staff and clients, coordination of volunteers, support of the Director of Operations and other administrative duties. Major responsibilities of the position will include:

- General receptionist duties (answering phone, directing calls, greeting clients, etc.)
- General office/clerical duties (i.e. data entry, accounts payable/receivable, verify/manage client(s) insurance, banking, filing mail, inventory/order supplies).
- Reconcile appointment data, client billing and reports with each staff member monthly
- Organize and coordinate office schedules.
- Organize and direct interns and volunteers for administrative assistance.
- Maintain client and staff library.
- Provide consistent communication to the Director of Operations and Executive Director, ensuring that information, reports and materials are provided to clearly describe the office activities and progress toward agreed upon objectives.
- Prepare for and attend required meetings.
- Help coordinate annual fundraising benefit and other CCCOC events.

Qualifications:

- Bachelor's degree preferred.
- Minimum of one year of experience in a professional setting.
- Excellent written and oral communication skills.
- Innovative and creative with high level of initiative and motivation.
- High level of computer skills (Windows XP, MS Word, Excel and Access; web development/management a plus).
- Knowledge in insurance billing preferred.

Successful candidates will be well organized, goal-oriented individuals with a high level of energy and comfort in a fast-paced, collegial and entrepreneurial environment. This individual will be socially adept, deeply principled and will demonstrate a commitment to CCCOC's mission, goals and programs with the highest professional standards.

CCCOC offers a supportive, flexible and fun working environment, and the opportunity to make a significant difference in the lives of its clients. CCCOC is an Equal Opportunity Employer, willing to provide accommodations for persons with disabilities. For more information about the Center, go to www.chicagocounseling.org.

Salary: Commensurate with experience. Comprehensive benefits.

Last Day to Apply: June 15, 2010

To Apply: Send detailed cover letter with resume to:

Administrative Assistant Search
Cornerstone Counseling Center of Chicago
1111 N. Wells Street, Suite 400
Chicago, IL 60610

Applicants may also use email: ckoonce@chicagocounseling.org ;

(Subject line: Administrative Assistant Search)

NO PHONE CALLS PLEASE.