

First Presbyterian Church of Berkeley/Berkeley Christian Counselors

Position Title: Receptionist/Office Assistant

Date: 12 to 15 hours/week, non-benefited

Priority Deadline to Apply: Open until filled

Job Summary

Serve as part-time receptionist and provide administrative and clerical support to Berkeley Christian Counselors.

Major Responsibilities/Activities

Receptionist (60%)

- Answering phone calls and emails including responding to client queries
- Completing client intake forms and coordinating clinician assignments with supervisors
- Serve as a receptionist, greeting clients, accepting payments, and answering questions
- Serve as a confidential interface with clients, including prompt response to client emergencies and communicating those emergencies to supervisors
- Maintain welcoming and hospitable clinic atmosphere by stocking reception and counseling rooms

Administration (30%)

- Provide administrative support to BCC staff as directed by ED and OM
- Registration for groups and classes including event set-up paperwork with FPCB staff
- Assist other FPCB ministries when necessary for room scheduling and support groups
- Assist with marketing efforts including producing flyers, brochures, newsletters and preparations for events and classes
- Keep referral lists of Christian therapists and local clinical resources up to date

Clerical Support (10%)

- Maintain confidential client files
- Process counseling library records and returns

Minimum Requirements

- A growing and deepening faith in Jesus Christ
- At least 2 years of administrative/office experience. Non-profit administration experience very desirable.
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Self-directed with ability to manage multiple priorities and projects with frequent interruptions
- Ability to maintain complete confidentiality regarding any personal client information
- Possess a thorough understanding and command of equipment used (computer, telephone system, photocopiers, printers, and scanners)
- Competence in: Microsoft Outlook, Word, Excel, PowerPoint, Publisher, Adobe Acrobat, Internet Explorer, as well as familiarity with at least one database program (e.g. Therapy Notes). Eager and able to learn new software applications and willing to apply advanced features of applications already learned
- Willing and able to apply advanced features in software and applications, and desire to learn new programs

Reports to: Office Manager and Executive Director of Berkeley Christian Counselors

Work Schedule: 12 to 15 hours per week scheduled during Tuesday-Friday 9 am – 1 pm

Final job offer will be contingent on passing a criminal records background check.

To apply, please send your resume, cover letter, and completed application form

(<http://www.fpcberkeley.org/employment.asp>) to info@berkeleychristiancounselors.org.

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.