

## Seasonal Administrative Assistant

Founded in 1920, Momentous Institute is committed to offering services that are systemic, trauma-informed, and include brain and strengths-based perspectives. Comprehensive therapeutic services annually offered to over 5,500 children and family members focus on building and repairing social emotional health so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

**Reports to: Administrative Support Coordinator**

**Type of Employment: Seasonal, Non-Exempt**

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The Seasonal Administrative Assistant supports to the therapeutic services programs, providing a solid efficient operational foundation for the work of the agency's direct service staff.

### **Responsibilities:**

- Answer and thoroughly screen incoming calls
- Receive and distribute all incoming and outgoing interoffice mail
- Collects information for new client intake/triage and serves as back up for all incoming calls.
- Schedule, cancel, and modify client appointments in Clinicians Desktop and TS Referrals
- Responsible for collecting and properly documenting all client monies received
- Maintain efficient work flow of from office, processes fax, postage, screens, sorts and distributes mail etc.
- Properly greet and direct clients, visitors, and volunteers to their appropriate location
- Responsible for providing clerical and administrative support duties as required by daily operations to the organization
- Responsible for providing coverage in the absence of other members of the administrative assistant team
- Provide general office support and complete other duties as assigned by Administrative Support Coordinator

### **Requirements:**

- High School diploma or GED required
- **Spanish bilingual preferred**

- Possess effective verbal and written communication and interpersonal skills.
- Basic computer knowledge, Microsoft Office programs, Email and Data Entry.

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

**To apply, please send letter of interest and curriculum vitae to:**

**Bridgette Contreras,**

**Administrative Support Coordinator**

[bcontreras@momentousinstitute.org](mailto:bcontreras@momentousinstitute.org)