



Job Position Opening

If you are looking for a place where you can make a difference in the life of a child, Healing Hearts Child Advocacy Center is looking for you. We are seeking an energetic, organized and committed individual to join our dynamic organization as a Program Assistant.

Job Summary:

The Program Assistant is the first point of contact for visitors both in person and on the phone and provides the first impression of Healing Hearts Child Advocacy Center. The Program Assistant is primarily responsible for phone coverage, greeting visitors and supports functions to all staff in a variety of administrative and program matters to ensure that the overall functions of the Center are efficiently maintained.

Duties and Responsibilities:

The Program Assistant is responsible for, but not limited to the following duties:

- Answers all incoming calls. Transfers calls to the appropriate individuals. Assist callers with basic information
- Promptly answers door for all individuals buzzing in, greets visitors courteously, ensuring all visitors sign in and notify the appropriate staff members of their arrival
- Provide school excuses for all children that enter the Center
- Maintain office supplies and printer
- Track donor requests, pledges and contributions while managing the donor database
- Assists in campaigns, fundraisers and events
- Assists Executive Director and Program Director with planning and follow up with board events, meetings, and appointments
- Assists with the Executive Director and Program Director with preparing for meetings, reporting and documentation
- Maintains the thank you letters and cards for all funders
- Assist with the social media of the Center
- Preparing education/training documents for conferences (hotel reservations, etc.)
- Manage the educational supplies and restocking supplies
- Handle therapy appointments for children (rescheduling and arrange future appointments)
- Provide clerical and administrative assistance to all staff members when needed
- Check the mail box and send outgoing mail
- Receive office supply orders and stock the supplies when orders are received
- Log the office orders, track incoming orders and missing orders
- Updates and maintain telephone list
- Ensure orderly appearance of the waiting rooms
- Attending all trainings as directed by the Executive director
- Any other duties assigned by Executive Director and Program Director

Qualifications Required:

- Associate Degree and 2 years of successful, related employment experience, or High School Graduate and 4 years of successful, related employment experience.
- PC computer proficiency including Windows XP, Microsoft Office (including Word, Excel, PowerPoint, Outlook and etc.)
- Demonstrate discretion, maturity, integrity and compassion in handling sensitive issues.
- Strong written, communication and verbal skills; communicate effectively with persons from all components of the community; exceptional problem solving and organizations skills.
- Willingness to work with a flexible schedule when necessary.
- Job may require attending events where alcohol is served; such as casinos, bingo halls, conferences, etc.

HHCAC, an accredited member of the National Children's Alliance, was incorporated in 2013. It is an independent, non-profit corporation funded by community donations and grants (federal, state, county, and city) specifically to (1) prevent "system" re-traumatization of child abuse victims, (2) provide a multidisciplinary team approach to address the needs of child abuse victims, and (3) to educate the community to prevent child abuse.

The program's approach facilitates communication among the multidisciplinary team of agencies that investigate and prosecute child abuse. It provides a safe, child-friendly facility which is designed for abused children and the agencies involved in child abuse investigations.

To apply: Email cover letter and resume with 3 professional references to info@healingheartscac.org. **Deadline to submit application: February 1, 2019.**