

**Community Partnerships (CP) is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value collaboration, learning, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.**

**Community Partnerships has an opportunity for a skilled professional to join our Administrative Team. The Administrative Assistant is responsible for coordinating the reception area and phones, clerical duties and assisting the leadership team with various projects. Located at our Dewey Court office, this position plays the vital role of being the first point of contact for visitors and outside callers.**

**Job Title: Administrative Assistant**

- Required Qualifications:**
- High school diploma or equivalency
  - Excellent written and oral communication skills
  - Proven commitment to providing excellent customer service
  - Demonstrated initiative and flexibility
  - Demonstrated computer proficiency in Microsoft Outlook and Word
  - Ability to remain calm and professional in stressful situations
  - Minimum of a year experience as receptionist or administrative assistant or customer service role

- Preferred Qualifications:**
- Bilingual (Spanish/English)
  - Experience working in a non-profit or in a human service related organization
  - Demonstrated computer proficiency in Microsoft Publisher, Power Point and Excel

**Responsibilities: Reception**

- Greet guests and notify appropriate staff of their arrival
- Direct guests here for a meeting to the appropriate conference room
- Answer phone expeditiously; direct call to staff or voicemail

**General Office Area**

- Open the office each morning
- Keep desk, reception area, conference rooms, and copy room clean and organized
- Maintain staff mailboxes based on current agency staffing
- Process and post all outgoing mail each morning
- Receive incoming UPS, FedEx, etc. packages and schedule pick-up of any outgoing packages
- Sort and distribute incoming mail
- Monitor fax mailbox and distribute incoming faxes in a timely fashion
- Match and send provider network checks and invoices
- Act as first responder for questions and issues related to the copiers and the printers
- Act as a liaison for copy machine company and notify them of required maintenance and additional supplies (toner and staples) needed
- Set up conference rooms and the main meeting area for events such as brown bags, all-staff meetings, board meetings, staff trainings, etc.
- On a weekly basis, check cabinets/drawers in copy areas for adequate supplies and restock as necessary. Notify Executive Administrative Assistant when additional supplies need to be ordered
- Keep copy paper stocked in copy areas

### **Staff/Program Assistance**

- Create copies of program intake materials
- Take photo of new staff members and add their photo to the staff directory. For direct care staff, create an agency name badge to be used in the community.
- Update on-call laptop weekly
- Enter program related assessments and tracking forms in applicable software, database or spreadsheet
- Track agency laptops and projectors and check out to staff as needed
- Mail or e-mail materials to County when necessary
- Assist in video conference set-up

### **Administrative**

- Maintain various organization charts such as the staff photo directory, agency org chart, etc.
- Work with the Executive Director on agency mailings
- Assist other administration team members by reviewing the monthly time logs and expense reports for accuracy and completeness
- Follow Community Partnerships' policies and procedures as cited in the manuals
- Perform other duties, including data entry, that are requested by Supervisor or Executive Director that enhance the overall agency operations

**Physical Demands:** While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crawl and/or crouch. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include reading computer screen and written documents; close vision, color vision and ability to adjust focus. Communicate effectively via verbal, audible and written means.

**Work Conditions/Hours:** Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Will be required to regularly travel locally. Monday through Friday 8 a.m.–4:30 p.m. with a half-hour break.

**Application Instructions:** Send completed **Application Form, cover letter and resume to:**  
Attn: Human Resources  
Community Partnerships, Inc.  
1334 Dewey Court  
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to [hr@commpart.org](mailto:hr@commpart.org)

If you need technical assistance or an accommodation during the application/hiring process please e-mail us at [hr@commpart.org](mailto:hr@commpart.org) or call (608) 250-6334.

- **Application Form** available at [www.community-partnerships.org](http://www.community-partnerships.org). Application packet must be complete to be considered.
- Completed application packets received by December 1, 2016, will be reviewed for consideration.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance according to agency guidelines are required.

**Community Partnerships is an Affirmative Action/Equal Opportunity employer.**