



AGAPE is a biblically-based organization and its services are designed to promote healthy families, children, and adults consistent with AGAPE's Statement of Faith. AGAPE is hiring an Administrative Specialist in our main office. We are seeking a dynamic administrative professional with a passion for serving others who will inspire excellence in internal and external client service. The ideal candidate will be a positive, team-oriented, self-starter with 2 years of administrative experience in a counseling environment, other administrative experience considered.

Position Title: Part-Time Administrative Specialist

Reports to: Director of Business Operations

Shift: Monday, Wednesday, Friday

Purpose: A key role working as part of the administrative team and supports AGAPE's business activities. This role is primarily focused on Clinical Services and includes performing a variety of administrative tasks. Potential for the right candidate to grow into leadership from this role.

Duties and Responsibilities:

Billing: Cross-training in this area to be proficient in the basics of maintaining client accounts, data entry, allocating payments, client support, troubleshooting, etc.

General/Office Management: Answer phones, client service and support, administrative team support, basic IT and office equipment knowledge to help troubleshoot issues when necessary. Attends trainings, agency meetings, and events as necessary.

Reporting: Daily gifts entry and reporting, and other reports as needed.

Other: Assists Director of Business Operations with administrative tasks and special projects when needed.

Qualifications:

Must be a competent professional with excellent communication and organizational skills; must be able to perform administrative duties with accuracy; must maintain confidentiality and integrity and comply with HIPAA guidelines at all times.

Qualifications include:

- BS/BA in Business Administration or relative field or equivalent training and work experience

- Knowledge of Counseling Psychology a plus
- Team player
- Analytical with problem-solving ability
- Demonstrates a passion for service, both external and internal
- Proficient in MS Office
- A deep commitment to the mission of AGAPE
- Successful candidates will be an active member of a local church and be willing to sign a statement of faith.

Please forward resume with cover letter to Traci Landon, Director of Operations and Outreach @ tklandon@agapenahsville.org.