



**Front Office Assistant (Part-time)  
CAC of the Bluegrass, Lexington, KY  
Application Deadline: June 15, 2015**

The Children's Advocacy Center of the Bluegrass (CACBG) seeks a dynamic, talented, and flexible individual to provide front office coverage, and high level support to staff members working with child victims of abuse and their families.

The Front Office Assistant will serve as an integral team member at the Children's Advocacy Center. This individual will welcome visitors, interface with community partners, provide general reception and clerical duties, assist with medical billing, and assist with data entry for program staff and the leadership team.

Qualified candidates must have a high school diploma (bachelor's degree preferred). Experience working in a nonprofit organization is highly desirable. The Front Office Assistant position is a part-time position (20-28 hrs/week). Some evening/weekend hours may be required to meet the needs of the families or community partners.

This position is funded in whole or in part with federal, CHFS and/or other state funds. The Children's Advocacy Center maintains a policy of equal employment opportunity for all employees and applicants for employment. We hire, train, promote, and compensate employees without regard for race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, citizenship, and other classifications protected by applicable state or local laws.

Professionals who are interested in joining the CACBG team should submit a Letter of Interest and Resume by mail to Executive Director, CAC of the Bluegrass, 162 North Ashland Avenue, Lexington, KY 40502. Only qualified candidates will receive a response. Application deadline is June 15, 2015.

## **Children's Advocacy Center of the Bluegrass Job Description**

Position Title: Front Office Assistant (part-time)

Basic Function:

Provide administrative support, reception, and general office duties to ensure smooth and efficient operations of the Children's Advocacy Center. Assist Executive Director in managing daily business of agency. Provide general administrative support to the Development Director. Maintain and enter records into the Center's database.

Objectives:

- Perform general front office duties, greet clients and agency visitors, prepare and maintain waiting areas
- Receive, manage and triage telephone calls and requests for services
- Assist with compiling client information and program data into tracking system
- Assist Finance Director with medical billing
- Perform general office duties such as: inventorying supplies, maintaining client and/or employee files, and performing basic administrative duties
- Open, sort and distribute incoming correspondence, including faxes, daily mail, subpoenas, court orders and routine request for information
- Schedule and maintain calendar of client appointments, meetings, trainings and daily events
- Type, edit and proofread correspondence from staff
- Assist with fundraising correspondence and activities as requested
- Manage agency donor database entries
- Perform other tasks and responsibilities as requested
- Maintain a high degree of confidentiality and promote a positive attitude in all interactions with consumers, employees and the public.

Skills/Knowledge:

- Knowledgeable and proficient in all Microsoft Office applications (including Excel, PowerPoint and Word)
- Must have strong organizational skills
- Excellent verbal and written communication skills
- Ability to develop positive relationships with children, families, coworkers and team members
- Must be team-oriented, flexible, and self-motivated
- Must be 18 years of age or older

Education:

- High School Diploma, Bachelor's degree preferred