



If your child has special needs, you may too!

CAREER OPPORTUNITY

Receptionist and Clerical Assistant

FULL TIME POSITION AVAILABLE: Monday through Friday between 9:00 AM – 5:30 PM
40 hours per week with a half hour lunch break.

POSITION SUMMARY: Welcome and assist families and professionals who call or walk in seeking support. Perform a range of tasks, which include updating and maintaining database information, and providing daily clerical support. The position requires lifting small boxes for training, conference and fundraising activities.

SKILLS: Excellent communication skills; Basic Computer skills; Working knowledge of Microsoft Office applications; Bilingual (English and Spanish); Understanding of individuals from diverse cultures.

ESSENTIAL FUNCTIONS:

- Answer the telephone and assign calls to Education & Support Specialists
- Retrieve messages from the answering machine
- Enter required data into the web based database for new families and updates data for ongoing families
- File and copy contact forms and evaluation tools
- Coordinate 30-day follow-ups and send a reminder to Education & Support Specialists
- Track website registrations and register participants for workshops, support group meetings, and webinars
- Enter notes in web based database for workshop attendance
- Prepare and organize workshop packets
- Provide clerical support as necessary

MINIMUM QUALIFICATIONS:

- High School Diploma, or equivalent;
- Two (2) years of experience
- Knowledge of community agencies
- Sensitivity to different cultures
- Demonstration of effective oral and written communication skills

BENEFITS: Salary commensurate with experience, excellent benefits, including health insurance, vacation, sick leave and generous holiday schedules for full-time personnel.

Parent to Parent of Miami, Inc. is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

E-mail résumés to nroque@ptopmiami.org