



**The Alcohol and Substance Abuse  
Prevention Council, Inc.**  
125 High Rock Ave  
Saratoga Springs, NY 12866  
Phone 518-581-1230  
[www.preventioncouncil.org](http://www.preventioncouncil.org)

**Position Title:** Office Assistant  
**Reports To:** Healing Springs Center Director  
**Salary:** \$18 per hour

**Date:** April 2026  
**FLSA Status:** Full-time, Non-Exempt

---

**Position Summary:** The location for this position is at the main desk lobby of the Healing Springs Recovery Community & Outreach Center. It is Full-time (35hr/wk), Mon-Fri, from 8:30am – 4pm and as needed for special events, including some evenings or weekends. This position provides an important connection at Healing Springs, as the welcoming face of the Center when someone enters or calls for services. This position also involves maintaining the front desk/lobby cleanliness and organization to promote Center effectiveness.

**Major Accountabilities:**

- Front desk administration, such as answering phones, greeting members, providing information on services and community connections, and referrals to other staff as needed.
- Call and confirm sign-up sheets for upcoming programs and groups.
- Maintain the appearance of the reception area (bulletin boards, information tables, etc.).
- Maintain the database (Airtable) of calls, program participant/visitor sign in sheets and group count sheets for monthly reporting for Director.
- Accept donations, ensure receipts are given, and sent for processing.
- Check front desk email daily to ensure most up to date communication with other staff regarding Center activities.
- Ensure front lobby area is clean with coffee made and available for members.
- Complete large photocopy tasks for Center staff.
- Work with Center Coordinator to maintain adequate center supplies.
- Work with Center Coordinator to train volunteers and assist with tasks as needed.

**Qualifications:**

- Be familiar with addiction recovery preferably a person in sustained recovery of at least one-year or be a family member in recovery, with the ability to navigate human services in Saratoga (personal or professional – either acceptable).
- Ability to clearly communicate and log the needs presented by those who come in or call for assistance.
- Ability to navigate and access shared files; experience with Word, Excel, internet and Outlook.
- Attention to detail, with a professional and ethical commitment to the Center and this position.
- Ability to model behavior and language consistent with the mission of The Alcohol and Substance Abuse Prevention Council and Healing Springs RCOC.
- Ability to work as part of a team and independently.
- Ability to maintain positive attitude and demeanor while at the front desk.

*April 9, 2026*