



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: Office Coordinator
Reports To: Finance Director

Date: 5/1/2023
FLSA Status: FT, Non-Exempt

Position Summary: The Office Coordinator will be experienced in handling a wide variety of administrative tasks for both The Prevention Council office and Healing Springs office. This person must be well organized, flexible and enjoy the administrative challenges of supporting a human service agency with diverse programs.

Major Accountabilities:

- Maintain an organized and efficient agency environment.
- Answer telephone calls and greet visitors in a professional and efficient manner.
- Assist colleagues in the preparation of program materials.
- Key contact and coordinator for agency event planning as well as agency calendar.
- Purchasing, cash receipts, bank deposits, and minor record keeping.
- Oversee office equipment, inventory, and maintenance.
- Oversee and maintain agency and facility supplies and other departmental purchases as needed.
- Office filing, storage oversight and other administrative tasks.
- Performs other job responsibilities as assigned.

Qualifications:

- Associate degree in Accounting/Business is preferred
- 3-5 years' experience in office management
- Excellent interpersonal skills
- Excellent time management, attention to detail and confidentiality is a must.
- Demonstrated proficiency in software support & Microsoft Office 365.
- Excellent oral and written communication skills.
- Excellent organizational skills: ability to handle multiple projects simultaneously, self-directed.
- Willingness to work a flexible schedule, inclusive of occasional evening/weekend events.
- Current valid driver's license, proof of vehicle insurance, and vehicle availability for occasional local travel.

The Prevention Council is an equal opportunity employer.