

**The P.E.E.R. Center**  
205 N. Hamilton Rd  
Columbus, Ohio 43213

PHONE: (614) 453-4830

FAX: (614) 453-4845

**POSITION VACANCY NOTICE**

<b>POSITION TITLE:</b>	Executive Administrative Assistant	<b>POSTING DATE:</b>	February 2022
<b>WORK SITE:</b>	205 N. Hamilton Rd Columbus OH 43213	<b>WORK HOURS:</b>	Full Time

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**DESCRIPTION OF DUTIES:**

Responsible for performing a variety of administrative and office support activities for the Executive Director and Administrative Team (Assistant Director; Director of Finance; Director of Development and Donor Relations; Director of Facilities and Security). Duties may include creating reports, developing spreadsheets for data tracking, data entry, using databases, assisting with payroll functions and billing support, assisting with marketing copy. May act as reception when needed.

**POSITION REQUIREMENTS**

Five (5) years of secretarial, and general clerical experience. Accounting and Payroll experience a plus. Marketing experience a plus. High School graduate or equivalent. Some college preferred. Relevant experience can replace educational requirements. Knowledge of office practices, procedures and equipment; knowledge of the methods and techniques used in record keeping system, appropriate computer skills required to run programs efficiently.

Resident of Franklin County.

Self-identified as receiving mental health, alcohol and other drug, or trauma recovery services, now or in the past. Significant period of recovery as demonstrated by at least 2 years without hospitalization, clean and sober for 2 years and free of jail time for five years.

Ability to maintain confidentiality and must be trustworthy and responsible. Knowledge and competency with computers including use of Microsoft Office, internet search engines and willingness to learn other software as needed for program management, data tracking, payroll, billing, and marketing purposes. Must have good oral and written communication skills and ability to maintain files and other paperwork. Must have a valid Ohio Driver's License and good driving record.

**BENEFIT PACKAGE:**

Full agency benefit package at full time level

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**To apply please submit an application and/or resume to  
205 N. Hamilton Rd, Columbus, OH 43213**

Juliet C. Dorris-Williams, MSW, LISW-S  
Agency Representative

02/18/2022  
Date