

Connect Help™

Job Title: Administrative Assistant

Job Description: Seeking a Community Work Study student for administrative and fund development work at Connect2Help/211. Connect2Help/2-1-1 is a free and confidential telephone assistance service to help those in need get information about: food, housing, health care, employment, support groups, parenting counseling, education, clothing shelter, volunteering and more. We answer the Crisis/Suicide hotline for Central Indiana as well as offering help to those needing help with domestic violence issues. Connect2Help facilitates connections between people who need human services and those who provide them. In addition to helping our callers, Connect2Help administers the human services database for Central Indiana and publishes the Rainbow Book annually. This is an excellent opportunity for students interested in exploring non-profit, human services or social work careers but all work study students interested in helping others are welcome to apply.

Job duties to include:

- Data entry for agency quality assurance program
- Telephone outcome surveys with recent clients
- Grant research and other fund development support
- Filing, scanning and web-based document management
- Database audit calls
- Copying, shredding and other administrative tasks

Position is 10-15 hours per week. We will work with student's schedule and some weekend hours may be available. Students will report to the Connect2Help Manager of Training and Education Services.

Qualifications: Applicants must be detail-oriented, reliable, and should have good communication and typing skills. As ours is a confidential service, employees are expected to maintain confidentiality with regard to the information being processed or obtained during outcome surveys. Training will be provided for all job duties.

Pay: \$8-\$10 hour