

Crisis Intervention Services seeks a part-time Office Assistant

Crisis Intervention Services, a small non-profit organization, located in Oskaloosa, Iowa is seeking a part-time office assistant. This is an excellent opportunity to be a part of a fast-paced, supportive agency as we continue to grow! Our mission is to provide support, resources, and hope for a better future to persons affected by domestic abuse, sexual assault and other crisis. We offer a competitive wage.

Some essential duties and responsibilities include:

- Manage front desk and greets clients and visitors, maintains a professional and courteous environment
- Assists with answering the business line
- Reviews and directs incoming inquires
- Checks mail and distributes to agencies in the United Way building
- Opens, sorts and delivers mail to appropriate staff
- Enters all incoming funding and donation in ledger
- Maintains donor database
- Provides administrative assistance to all CIS staff by photocopying, mailing, filing, assisting with displays for events, and making phone calls
- Assists with light cleaning duties (vacuuming, dusting, garbage, restrooms)

Qualifications include:

- A positive attitude and professional manner
- Able to work with individuals in crisis
- Strong computer and organizational skills
- Excellent oral and written communication skills
- Able to multi-task effectively
- Able to work independently with moderate supervision

Starting wage \$8.50-\$11.00 per hour depending upon experience

Please send or fax a resume and cover letter with references to:

Nancy Robertson
500 High Ave W
Oskaloosa, IA 52577
Fax: 641-676-1997

Position will remain open until filled