

Position Description			
Job Title:	Part-Time Office Administrator Or/ Part-Time Blended Office Administrator/Therapist	Department:	Admin
Location:	ITA, 1702 Sherman Ave., Evanston	Travel Required:	None
Salary/Hourly Range:	\$12-15/hour	Employment Status:	Part-Time
Date Position Available:	Immediately		
Date posted:	12/1/16	Posting Expires:	When Filled
External posting URL:			
Applications Accepted By:			
E-MAIL: info@itachicago.org Subject Line: Part Time Office Administrator Attention: Julie Mynatt, Office Manager If interested in the blended position, please note that in your cover letter.		MAIL: Julie Mynatt Office Manager Institute for Therapy through the Arts 1702 Sherman Ave., Evanston, IL 60201	
Job Description			
JOB SUMMARY			
<p>ITA's part-time office administrator is one of the primary customer service faces with clients and families. S/he performs a critical role in handling customer inquiries, processing payments and registrations, maintaining building security, and performing ITA billing duties. The part-time office administrator also plays a key role in maintaining ITA's digital and social media presence, including creating, curating and posting content to our blog and social media outlets and maintaining our website. This position is responsible for carrying out administrative tasks as delegated by ITA therapists and the Office Manager. This position can also be blended with a part-time therapist position for credentialed or credential seeking Creative Arts Therapists.</p>			
Hours: Mondays, 10:30 – 7:00PM; Wednesdays, 10:30 – 7:00PM; other days/times as needed			
ROLE AND RESPONSIBILITIES			
Performs customer service tasks including answering phones, meeting arriving clients, collecting payment, and answering questions regarding client accounts.			
Works closely with Executive Director to implement digital components of Marketing plan, including blog, social media, website and newsletter tasks.			
Executes billing requests, contacting clients for payment on outstanding balances, and entering payment data into the electronic medical software			
Monitors and facilitating building security and maintenance needs of staff			
Maintains inventory of Marketing materials and Office supplies.			
Assists Executive Director and Development Manager in donor management drafting thank you letters and inputting data into Salesforce CRM			
Performs additional filing and administrative duties at the request of the Executive Director and Managers.			
Supplemental: Individual, family, or group therapy cases in ITA's in house practice or contract divisions with appropriate credentials			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Bachelors or Associates degree			
COMPETENCIES AND PREFERRED SKILLS			
<ul style="list-style-type: none"> Ability to be autonomous in managing multiple projects with tight deadlines 			

- Ability to interact with customers, professionals and therapists
- Strong social media competency required, including use of Facebook, LinkedIn, Twitter; SEO blogging experience a plus
- Skilled in the use of technology and various software programs including Mailchimp, Wufoo, and Survey Monkey and Microsoft Office Suite (particularly strong knowledge of Excel)

FOR BLENDED POSITION:

These additional qualifications are required:

Minimum of a Bachelor’s degree in Music Therapy and a Master’s Degree in Dance/movement, Art, or Drama therapy.

Currently hold or seeking a professional credential in one of the Creative Arts Therapy fields

ADDITIONAL NOTES

Created By:	Julie Mynatt	Date:	11/29/16
Approved By:	Jenni Rook	Date:	11/29/16
Last Updated By:		Date:	