

## **OASIS Community Center Job Posting: Administrative Assistant**

Make a difference in our community doing meaningful work in a warm, relaxed setting! Located in Bethlehem, Pennsylvania, the OASIS Community Center, the first family recovery support center in Pennsylvania, provides no-cost compassionate supportive services and programming to families impacted by a loved one's substance use and to those who have lost a loved one to a substance-related cause. We are seeking an experienced full-time Administrative Assistant to join our small but passionate team of family support specialists. The qualified candidate will work closely with the executive director as a valued team member in a creative, collaborative, mission-driven environment. Our unique program provides an opportunity for your creativity to flourish while making an impact.

This is not an entry-level position. We actively encourage individuals of all ages to apply. We value the wealth of experience, maturity, and dependability of senior professionals; your proven skills and perspective are highly sought after here. Join us in this exciting period of transition and growth.

### **Responsibilities:**

- Greet and direct onsite visitors; handle calls, emails, and other communications
- Create and manage spreadsheets and database records
- Manage social media and marketing communications (flyers, brochures)
- Aid in program planning, coordination, and event registrations
- Assist with special projects, conduct research, and gather pertinent data for reporting
- Generate and edit documents (letters, contracts, manuals)
- Provide basic human resources support (e.g., staff guide, policies, applications)
- Administrative support to team
- Support volunteer coordination
- Assist with general facility operations
- Other duties as assigned

### **Requirements:**

- Highly organized, detail-oriented, creative, and resourceful
- Utilizes clear and concise verbal, written, and interpersonal communication
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), OneDrive, and other software applications (e.g., AdobePro, Canva, Constant Contact) to create and edit documents, spreadsheets, flyers, and other promotional communications
- Basic understanding of social media platforms (e.g., Facebook) and marketing communications
- Adept at managing multiple tasks efficiently and prioritizing effectively
- Understanding of human resource basics
- Competent to handle confidential information with discretion
- Ability to work independently as well as part of a team
- Willingness to learn and openness to new methods; creative thinker
- One to three years relevant work experience
- Cleared Pennsylvania child abuse and background checks
- Empathetic and understanding of the impact of substance use has on families.
- Personal experience with a loved one's addiction issues or a stigmatized loss helpful

**Environment:**

Work is performed primarily in a standard office environment with a strong sense of community including group events. Position involves a wide variety of interactions both onsite and at occasional off-site public outreach events.

**Physical:**

Primary functions require sufficient physical mobility, vision and hearing ability to work in an office setting; to sit or stand for prolonged periods of time; ability to traverse stairs; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push and/or pull light to moderate amounts of weight up to 25 lbs.

**Education:**

High school diploma; certificate program, associate degree, or higher preferred  
Training in certified family recovery specialist program, or similar, a benefit

**Compensation and Benefits:**

Minimum pay \$18/hour, commensurate with experience  
Paid-time-off, holidays, and sick pay  
Health Insurance premium reimbursement plan

**Schedule:**

Monday-Friday, 8-hour day shift; 37.5 hours/week (typically 9:30 am to 5:30 pm, but flexible)  
Occasional evenings or weekends to assist with special programming  
This position does not allow for remote work or work from home  
Anticipated Start Date: Monday, June 9, 2025

**About OASIS Community Center:**

Operated by the non-profit organization Speak Up for Ben, Inc., the OASIS Community Center was founded in 2019 in response to the unmet need in our community for education and support for families impacted by the substance use crisis. We provide a warm, nurturing and welcoming community for families and individuals to heal in our serene and beautifully restored 1803 farmhouse on the Monocacy Creek.

Speak Up for Ben, Inc. is an equal opportunity employer. To learn more about our programs and services, visit <https://oasisbethlehem.org/>.

To apply, please send a cover letter and your resume to: [info@oasisbethlehem.org](mailto:info@oasisbethlehem.org)

Anticipated start date for this position is Monday, June 9<sup>th</sup>, 2025

Resumes will be reviewed and qualified individuals will be contacted for an interview.

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