



Position Title:	Administrative Assistant
Reports To:	FRTC Leadership
FLSA Status:	Non-exempt
Pay Range:	Hourly gross salary range: \$20.00–\$24.00
Employment Type:	Administration

Administrative Assistant

Position Summary

The Administrative Assistant plays a key role in supporting the daily operations of First Responder Trauma Counselors. This position provides administrative, clerical, and organizational support to ensure the efficiency of office functions, program delivery, and team communication. The Administrative Assistant will manage schedules, maintain records, assist with grant documentation, handle correspondence, and support event coordination. This role requires a detail-oriented professional who thrives in a dynamic nonprofit environment dedicated to supporting first responders and frontline workers.

Essential Functions

- Manage calendars, schedule meetings, and coordinate appointments for leadership and clinical staff.
- Answer phone calls, respond to emails, and serve as the first point of contact for inquiries.
- Prepare, proofread, and distribute correspondence, reports, presentations, and internal communications.
- Maintain organized filing systems (both digital and physical).
- Assist with onboarding documentation for clients and staff.
- Support logistics for trainings, workshops, and community outreach events.
- Order and track office/program supplies and manage vendor relationships.
- Assist with grant and funding documentation, including compiling data, tracking deadlines, and organizing reports.
- Process invoices, reimbursements, and expense reports.
- Track program and administrative expenses to ensure budget alignment.
- Maintain accurate client and organizational records in compliance with confidentiality and nonprofit regulations.
- Support social media and newsletter content scheduling (if applicable).
- Update donor, client, and partner databases.
- Assist with event registration, communications, and follow-ups.

Required Skills & Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- 3+ years of administrative experience, preferably in a nonprofit, healthcare, or social services setting.
- Strong organizational skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Excellence in Google Workspace
- Experience with scheduling, office management, and records tracking.
- High level of discretion and confidentiality, especially when handling sensitive information.
- Ability to work independently, as well as collaboratively within a team environment.
- Problem-solving mindset with strong attention to detail.
- Knowledge of HIPAA compliance and trauma-informed care environments.

Working Conditions

- In-office work only.
- Some evenings or weekends may be required for special events or program support.
- Must be able to sit for extended periods and lift up to 25 pounds occasionally.

Core Competencies

- Adaptability: Able to respond effectively to shifting priorities.
- Professionalism: Maintains a positive and supportive attitude with staff, clients, and partners.
- Integrity: Protects confidentiality and models ethical decision-making.
- Team Orientation: Works collaboratively with a service-minded approach.

JOIN OUR TEAM!

At First Responder Trauma Counselors, we are committed to providing innovative high-quality mental health services to those who serve our communities. If you are a dedicated, adaptable clinician passionate about supporting first responders and frontline workers, we encourage you to apply.

First Responder Trauma Counselors is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY

Interested applicants should send a resume and brief cover letter to:

First Responder Trauma Counselors

 Email: training@911overwatch.org

 Phone: (970) 222-4193

 Website: www.911Overwatch.org

We look forward to hearing from you!

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