

# Pittsburgh Action Against Rape

## Job Posting Intake Specialist/Administrative Assistant

This position is responsible for providing administrative support to PAAR. It is responsible for assisting with client intakes, client data, insurance information, in addition to general data /demographic collection and reporting across the agency.

This position performs work of a specialized, confidential nature on matters that impact clients, counselors and contract compliance. Excellent organizational, administrative and communication skills and attention to detail is a must.

**Job Type: Full-time**

**Salary Range:** \$40,000 - \$42,000

**Required Education:** Related Degree or Certificate

**Required Experience:** 2 years' experience as an Administrative Assistant

### Skills and Requirements:

- Must be detail-oriented
- Good communication (written and verbal)
- Comfort with and sensitivity to needs/expectations of clients and professionals with varied ethnic, socioeconomic, and philosophical perspectives
- Ability to function as team member of a unit and the agency as a whole
- Must have reliable access to transportation
- Must adhere to professional ethics and agency policy on confidentiality
- Philosophical orientation compatible with PAAR's philosophy and mission
- PA Acts 33/34 certifiable and FBI clearance
- Computer competencies in Microsoft Office and competent in Microsoft Outlook.
- Must complete state mandated forty (40) hour victim service training.
- Fluent in speaking Spanish is a plus

### Core Competencies:

- **Commitment to mission/vision:** by consistently sharing the organization's message in a positive, accurate, and compelling manner; representing the organization positively in the community; and demonstrating loyalty to the brand.
- **Communication** by interacting clearly and respectfully through all mediums of communication with all appropriate parties, engaging consistently in active listening, and contributing positively to a well-informed staff and transparent work environment.
- **Teamwork/Collaboration** by sharing ideas and accepting feedback from others across job positions and departments; working positively and effectively to develop and maintain external relationships.
- **Quality of Work** by delivering high-quality results in a timely manner and asking for help and/or feedback when an assignment falls outside an area of strength or comfort.

- **Cross-Cultural Competency** by seeking to understand contributors to unfamiliar attitudes and behaviors; working effectively across cultural, social, economic, and other potentially uncomfortable boundaries; and avoiding judgments against co-workers, consumers, or community partners
- **Initiative** by voluntarily acting outside the job description to meet consumer's needs, assist co-workers, or otherwise advance the organization's mission.

## **EQUAL OPPORTUNITY & DIVERSITY STATEMENT**

Diversity enriches the environment, broadens the consciousness of our human community, and promotes non-violence by lessening judgmental attitudes. To that end PAAR is committed to the goal and the on-going process of attaining diverse staff, culturally responsive services, and the intentional outreach to diverse populations in the community who are underserved and at high risk for sexual assault. To that end, PAAR provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply e-mail your cover letter and resume to Lisa Kadlecik at [lisak@paar.net](mailto:lisak@paar.net)