

**EMPLOYMENT OPPORTUNITY****Akron Metropolitan Housing Authority, 100 West Cedar Street, Akron, Ohio 44307****October 29, 2015**

**Job Title:** Administrative Assistant Reach Opportunity Center  
**1:00 p.m. – 6:30 p.m. (Less than 30 (thirty) hours per week)**  
**Department:** Resident Services  
**Rate:** Part Time \$13.01 per hour

**General Purpose:**

Serves as the primary point of contact for all visitors and members to the Reach Opportunity Center at Summit Lake. Receives and directs clients to appropriate areas of the center, explains programs and services available and assists with intake process. Performs clerical services, including data entry, maintenance of files, preparation of letters, memos and reports, sorting and distribution of mail. Answers telephones, relays messages and assists with scheduling.

**Essential Duties and Responsibilities:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

- Greets, receives and directs clients and visitors to the Reach Opportunity Center at Summit Lake. Explains different program and service offerings and makes recommendations based on client needs.
- Answers phones, takes messages and serves as the front-line customer service representative for the Reach Opportunity Center.
- Under the direction of the Reach Opportunity Center Manager, performs clerical services including data entry, maintenance of files, preparation of communications and reports, sorting and distribution of mail, and ordering of office supplies.
- Assists clients with membership process and completion of appropriate forms.
- Assists Program Manager with scheduling of programs.
- Assists with payroll process.
- Reports all maintenance issues to the Reach Opportunity Center Manager and/or appropriate personnel.
- Provides outreach to AMHA residents and residents in the Summit Lake neighborhood to promote the Reach Opportunity Center at Summit Lake.
- Maintains, schedules and tracks shared building equipment.
- Performs other duties as assigned.

**Minimum Qualifications**

High school diploma or equivalent. Associates degree preferred. A minimum of one year customer service/clerical experience. Must possess a valid Ohio driver's license and be insurable under AMHA's policies. To perform this job successfully, an individual should have computer skills and become proficient in Microsoft Office applications. Must be able to learn other computer software programs as required by assigned tasks.

**This position is subject to the availability of continued funding. Should funding cease, this position may be eliminated.**

***"This is a Section 3 Covered Position and we encourage HUD recipients to apply"***

**To Apply**

Internal applicants respond by completing an internal form (AMHA-364) to the Human Resources Department by 4:30 p.m., November 4, 2015. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to [personnel@akronhousing.org](mailto:personnel@akronhousing.org); or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. **If you have a shift preference, please specify your preference when applying.** AMHA job line (330) 252-9262