

Office Manager/Receptionist Position (Volunteer/Intern)

We are looking for a warm, inviting and energetic volunteer/intern that can interact and be the first point of contact for our clients that are coming to seek mental health counseling services. We are looking for an Office Manager to organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people. Experience with word, excel and powerpoint required.

\*This is a volunteer/intern position for someone looking for experience in the mental health field, no benefits and the position is on average 15-25 hours per week.\*

Email Resumes to: [afreemansplace@gmail.com](mailto:afreemansplace@gmail.com) <<mailto:afreemansplace@gmail.com>>

Job Type: Internship

Required education:

- \* High school or equivalent

Required language:

- \* Bilingual +

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