



Position Title: Administrative Support - Employment Services **Number of Positions Available:** 1

Purpose: Optimize time and resources of Employment Services at Cleveland Sight Center by offering support to administrative projects.

Location: Cleveland Sight Center, 1909 E. 101st Street, Cleveland, OH 44106

Key Responsibilities:

- Create, sort, label and organize hard copies of file folders in conjunction with CSC employment staff. File documents by type and client name.
- Conduct survey calls and document client experiences related to employment services.
- Other relevant duties as assigned.

Qualifications:

- Understanding of and belief in Cleveland Sight Center Volunteer Services Mission.
- Strong written and verbal communication skills. Ability to conduct professional phone calls.
- Detail oriented with strong organizational skills.
- Proficiency in Microsoft Office programs.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.
- Ability to work with and appreciate diverse populations.
- Ability to work effectively in an office environment (including sitting, standing and working on a computer for extended periods of time).
- Past experience managing HIPAA or related private client information preferred.
- Data entry/data management experience preferred.

Commitment:

- Occurrence: 1-2 hours weekly

Age Requirement: 16 +

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.