



| PART TIME ADMINISTRATIVE ASSISTANT |

Relationship Insights Therapy & Coaching is seeking a part time Admin Assistant to work under the direction of the owner. Admin Assistant would work 10 hours per week to start and add more hours as client acquisition increases, Monday - Friday, performing virtual reception, marketing, metrics, and administrative duties.

Time Commitment:

- Ten (10) hours per week to start
- Monday-Friday mornings, with flex hours between 9-5pm
- Potential for more hours up to full time as client inquiries and bookings increase
- Starting position will be mostly virtual (off site) with potential to move to on-site

Responsibilities:

- Reception - manage intake calls (answer phone and email, schedule intake appointments with appropriate therapist, answer potential client questions, communicate with clinicians regarding scheduling) as well as tracking inquiry metrics, keep EHR client files organized and updated
- Metrics - track practice metrics into spreadsheets, aka geeking out on the numbers (incoming inquiry calls, scheduled sessions, client conversions and retention rates, referral sources) and communicate weekly with owner regarding intake metrics
- Marketing - social media management, blog writing, SEO, local and email marketing
- Streamlining systems - streamlining and fine tuning practice systems

Qualifications and Skills:

- Highly organized and detail oriented
- Fast learner and quick problem solver
- Self starter, takes initiative and owns results
- Motivated, warm, socially adept, and assertive
- Able to work as a team, as well as able to work independently on tasks assigned
- Excellent communication skills (written and verbal)
- Understands or willing to learn the unique privacy and security needs of a therapy practice (HIPAA)
- Connects with practice's values: collaboration, encouragement, support, authenticity, humor, respect, creativity, connection, warm direct communication, empathy, and compassion
- Socially conscious, open and affirming, enthusiastically affirming and supportive of people's diversity

Pay:

- ★ Competitive pay, hourly rate commensurate with experience, plus growth incentives