



A HEALING PARADIGM

ENVISION | MANIFEST | EXPERIENCE

Administration Assistant

Busy psychologist's office seeks an administrative assistant to perform a variety of office support activities. Exceptional interpersonal and customer service skills a must. An ability to work under pressure, balancing multiple tasks is required. Duties include, but are not limited to:

Duties & Responsibilities

- General office assistance - creating forms, other media, and assisting with organizational tasks.
- Data entry, document assembly, copying, and faxing.
- Answering phones, client inquiries, and setting appointments.
- Attending and assisting with off-site events as needed.
- Preparing billing, mailings, booklets and other materials for meetings, retreats, seminars and workshops.
- Create presentations, fliers, and other documents.
- Maintenance of online organizational presence.
- Recruitment and supervision of college intern.
- Providing administrative support for other staff and projects as needed.

Qualities Required

The ideal candidate will have some college, 1-2 years of experience providing support in a high volume, multi-functional office, and knowledge of standard administrative practices. Candidate must be proactive, goal oriented, and personable. The ability to work independently, multi-task, and be comfortable in a rapidly changing environment is vital to this position. Personal attributes desired include being well-spoken, punctual, goal-oriented, and reliable.

- Adapt to changing needs by acquiring new skills and knowledge.
- Pleasant personality, customer oriented, and strong conflict management skills.
- Super organized & great attention to detail.
- Strong verbal and written communication skills.
- Able to take feedback and be self-reflective.
- Professional appearance (no jeans or casual days).
- Proven ability to maintain the highest standards of discretion and judgment in dealing with confidential information.
- Energetic and able to juggle multiple tasks.
- Advanced Microsoft Word, PowerPoint, Excel, and email skills a must.
- Graphic design skills a plus, basic knowledge of web skills are preferable.
- Willingness to present workshop materials as needed.

Compensation: This is a part-time (20 hrs per week) contract position with pay between \$11-\$12 per hour, commensurate with level of skill and relevant experience. This position has the potential to transition to full-time with successful completion of a probationary period.

About A Healing Paradigm

A Healing Paradigm, LLC offers workshops, counseling, psychological assessment, and consultation services. Psychologist Dr. Ifetayo Ojelade and her staff assist clients in achieving their optimum potential through life style transformation. <http://www.AHealingParadigm.com>

WHY A HEALING PARADIGM?

Let us consider a shift, away from the typical life that most of us engage in. A life filled with appointments, advancing technology, fast food, eroding family time, and financial instability. If you were to make that shift, how would you get there? What methods would you use to envision, manifest, and experience the life you want to live? When asked this question, many people respond with a resounding, "I don't know". This is because we spend so much time learning how to efficiently neglect self-care in an effort to keep pace with our rapidly moving world. A Healing Paradigm proposes a shift from high tech self-neglect towards alignment with one's highest potential. This is done through first understanding the current state of your wellbeing, envisioning what you want to occur, and creating a path toward achieving your goals. This road map enables you to examine people, tasks, and opportunities coming into your life in relation to your overall healing. For example, if a new person enters your life, you can examine whether that individual is in alignment with your overall goals of healing. If not, you immediately know that this is not a relationship that you need to nurture any further. Thus, you have demonstrated a paradigm shift from indiscriminate befriending toward making connections for your highest good. So, try it out, start by asking yourself what does healing mean for you? Take an honest inventory of your life currently and decide what things are in alignment with your highest potential. Next, gradually begin releasing things that are not consistent with your healing. Go ahead and give it a try, envision the life you want, adopt a healing paradigm to manifest that life, and experience it every day. You deserve it!

Interview Process

The interview process will consist of a meeting with the director and staff members and include a writing sample and presentation.

How to Apply

Send resume, cover letter, and salary history to Dr. Ifetayo Ojelade – Ifetayo@AHealingparadigm.com