



## LAKE COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES (ADAMHS) BOARD

YOU.ME.US.

WE'RE IN THIS TOGETHER. THERE IS NO THEM.

**KIMBERLY FRASER, LPCC**  
EXECUTIVE DIRECTOR

**OFFICE: 440.350.3117**  
**FAX: 440.350.2668**

### **TITLE: Administrative Assistant – Lake County ADAMHS Board**

#### **About the Lake ADAMHS Board:**

The Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board is responsible for planning, funding, and evaluating services for Lake County residents experiencing mental illness and/or substance use disorders. These services are delivered through a network of trusted providers.

#### **Position Overview:**

The Administrative Assistant will play a key role in ensuring smooth office operations, supporting staff, coordinating meetings, and serving as a primary point of contact for the organization. This full-time position offers a hybrid work schedule, with four office-based days and one remote day per week. Candidates should have proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and, ideally, experience in behavioral health or social services.

#### **Key Responsibilities:**

The Administrative Assistant serves as the primary contact for Board staff while also coordinating the Board office functions, meetings, and supplies:

- Answer phone calls, emails, and mail; provide professional and timely responses.
- Offer clerical support to staff, including preparing documents, data entry, and filing.
- Take and distribute meeting minutes for Board-sponsored meetings; manage meeting arrangements. This role requires two to three pre-scheduled evening commitments per month, with dates arranged in advance.
- Maintain and update Board databases, mailing lists, and the website.
- Back up the Transportation Line, ensuring excellent customer service.
- Coordinate meeting logistics, including room setup and materials preparation.
- Ensure compliance with Sunshine Law and Open Meetings Act.
- Manage office supplies and assist with maintaining office equipment.
- Build strong relationships with staff, Board members, and community partners.
- Other duties and responsibilities as assigned by the Director of Business Operations

#### **Qualifications:**

Specific knowledge, training, and skills required:

- Strong communication, interpersonal, and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to maintain confidentiality and demonstrate professionalism.

- Empathy, customer service orientation, and knowledge of community support services.
- Familiarity with office management procedures; basic accounting knowledge is a plus.
- Preferred: Associate's degree in Applied Business or Medical Office Assistance and familiarity with behavioral health services in Lake County.

## To Apply

Interested candidates should submit the following:

- Cover letter (including salary requirements)
- Resume
- Three professional references

Send application materials via mail or email to:

**RE: Administrative Assistant Position**

Lake County ADAMHS Board  
9237 Mentor Ave., Unit B  
Mentor, OH 44060

**Preferred:** Email materials to [Employment@LakeADAMHS.org](mailto:Employment@LakeADAMHS.org).

*Applications must be received by January 31, 2025. No phone inquiries, please.*