

**Access to Independence, Inc.**  
**Job Description: Peer Specialist Program Administrative Assistant**

**JOB TITLE**

**Peer Specialist Program Administrative Assistant**

**JOB SUMMARY**

The Peer Specialist Program Administrative Assistant provides administrative support relating to the training, certification, and professional development efforts of those in peer specialist and parent peer specialist roles in Wisconsin and supports the [Wisconsin Peer Specialist Employment Initiative's](#) collaborative, development projects. The Peer Specialist Program Administrative Assistant is employed by [Access to Independence](#), which holds the statewide contract for the Initiative.

The ideal candidate will meet all required qualifications as well as some preferred qualifications. The person selected for this role will have the opportunity to contribute to visions and future collaborations serving those in peer specialist and parent peer specialist roles in Wisconsin as well as those they support. *This position is temporarily remote due to COVID-19, and may have the potential to continue to be remote.*

**Starting Rate:** \$17.50

**Benefits:** Health, dental, vision, 401k, life insurance, short and long-term disability, flexible spending, paid vacation/sick time, employer-supported continuing education and professional development opportunities

**Term:** *This is a full-time employment opportunity currently funded through 9.30.21.* This role will continue, provided the program's contract is secured and extended past 9.30.21.

**REQUIRED QUALIFICATIONS**

- Minimum of a High School Diploma or GED
- An equivalent combination of education and experience in administrative, communications, or community organizing roles may be substituted for High School Diploma/GED requirement
- Current [Certified Peer Specialist](#) (CPS) and/or [Certified Parent Peer Specialist](#) (CPPS) in the State of Wisconsin **or** ability to clearly communicate and advocate for the roles of CPS/CPPS in Wisconsin
- Identify as a person with lived experience of mental health and/or substance use challenges **or** a person with lived experience raising youth experiencing mental health and/or substance use challenges
- High level of self-organization, time management, and workplace communication skills
- A demonstrated ability to take initiative and to work with minimal supervision, aligning individual work with the larger vision of the program
- Excellent interpersonal skills and a demonstrated ability to collaborate with a broad spectrum of people
- Written communications skills at a professional level
- Reliable means of transportation to office located on the east side of Madison (near Woodman's East)
- Strong knowledge of common office-related software, including but not limited to Microsoft Office, Adobe Acrobat DC, data-entry and collection tools (e.g., Survey Monkey), website maintenance (e.g., Wordpress)
- Ability to maintain highly sensitive and confidential information
- Basic office/clerical skills required: typing, filing, faxing, and answering the phones
- Solid editing skills, including attention to detail and high level of accuracy when proofreading and/or revising for correct grammar, punctuation, and spelling
- Ability to operate office equipment including, but not limited to: computers, copy machines, voice mail, fax machine, and telephone system with or without reasonable accommodation
- Commitment to program values of diversity, equity, accessibility, and inclusion

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**PREFERED QUALIFICATIONS**

- Graphic design experience, specifically with Canva
- Experience with using mail merging tools and drafting alternative/accessible formats (i.e. large print), flyers, lists/tables, excel spreadsheets
- Webpage or database accessibility training or knowledge
- Experience working on a remote team
- Experiential knowledge of peer support and various frameworks for mutual support and recovery
- Facilitation or training experience related to peer support roles
- Disability justice background
- Bilingual – Spanish and English

**ESSENTIAL FUNCTIONS OF THE JOB**

- Provide clerical support to lead program staff
- Maintain effective and collaborative working relationships with all agency staff as well as partnering agencies, contractors, and consultants
- Act as the point of contact for CPS and CPPS trainings and Communities of Practice in regards to:
  - a. Maintaining data including, but not limited to, attendance lists, evaluation surveys, etc.
  - b. Assisting in creation of outreach materials and online event listings for trainings
  - c. Organizing and reserving accommodations for trainers and facilitators
  - d. Arranging for all necessary materials needed for trainings
- Assist lead program staff with maintaining, storing, and updating confidential files and promptly updating other detailed records using the software provided
- Assist with program inventory including training materials (CPS/CPPS curriculum manuals, technology, etc.)
- Work with lead program staff to ensure programmatic accessibility
- Assist in identifying and disseminating information pertaining to CPS and CPPS continuing education opportunities for recertification purposes
- Manage the program's email contact list and act as the point person for most program-specific information requests
- Assist in the development of materials to promote Certified Peer Specialists (CPS) and Certified Parent Peer Specialists (CPPS) throughout Wisconsin
- All other duties as assigned

**SUPERVISION**

The Peer Specialist Program Administrative Assistant is supervised by lead program staff.

**HOW TO APPLY**

Submit cover letter *and* resume to Brittyn Calyx at [brittync@accesstoind.org](mailto:brittync@accesstoind.org) and please place "Peer Specialist Program Administrative Assistant" in the subject line or mail to:

Access to Independence                    ***If you have questions, please call Brittyn Calyx at (608) 416-3033.***  
ATTN: Brittyn Calyx  
3810 Milwaukee Street  
Madison WI 53714

**Resume and Cover Letter Must be Received by Friday, April 23<sup>rd</sup>, 2021 at 11:59pm CDT**

Access to Independence, Inc. is an Equal Opportunity Employer.