



Part-time Administrative Position

New Leaf Resources, a Christian counseling center, is seeking a new part-time addition to our administrative staff in our Crown Point office with one half day in our Lansing, IL office. New Leaf Resources is both a Christian ministry and a professional agency, and the position requires a high degree of compassion and comfort with multitasking. This position also requires a high level of initiative, strong interpersonal and customer service skills, exceptional phone skills, strong organizational skills, as well as a focus on precision and accuracy with detailed data entry.

We are seeking an applicant who is interested in a permanent part-time position, working approximately 15-18 hours per week, mostly afternoons and evenings.

Job duties include handling incoming calls, collecting information from and scheduling appointments for new and existing clients, data entry including confidential client information, and verifying client insurance information.

Interested applicants should contact Margie Clark at: Margie@newleafresources.org. Submit a cover letter, resume and an application. If you have questions regarding the position you may email them. No phone calls please.