



ADVOCACY UNLIMITED, INC.

Studio Assistant | Toivo

POSITION DESCRIPTION: Advocacy Unlimited offers education, advocacy, and support in the areas of mental health, addiction, and trauma. Our peer-led holistic approach encourages individual growth, protects human rights, and informs systems transformation. We use our direct lived experience to inform our approach.

Toivo is an initiative operated by Advocacy Unlimited. Toivo is a peer-run center for holistic healing. It is a place where people come to heal, experience relaxation, and find community. Toivo's mission is to provide the tools and support so individuals can access their innate healing capacity.

The Studio Assistant is a community support person at the Toivo Center. Their role is valuable, as the first point of contact for many who come to Toivo, or reach out. This position requires a person who creates a welcoming environment, who speaks clearly, is knowledgeable about the monthly calendar of offerings at Toivo, and its programs. The Studio Assistant will also be responsible for setting up and breaking down the space, assist with basic sign in and attendance functions, receive calls and answer questions, and act as an ambassador for Toivo in the community. It is critical that the Studio Assistant is reliable, courteous, supportive, outgoing, and highly knowledgeable about the organization overall.

PART-TIME NON-EXEMPT EMPLOYMENT: Typically 24 scheduled hours per week, with occasional availability up to 29 hours/week. \$18 per hour, and 180 Day Introductory Period with Performance Evaluation at the conclusion of this period. Inclusive of benefits outlined in the Advocacy Unlimited Personnel Handbook.

REPORTS TO: Toivo Director

ESSENTIAL JOB DUTIES:

- Greet and check in all guests at the Toivo Center.
- Maintain warm, welcoming and supportive interactions.
- Answer the Toivo phone, provide information about Toivo, and connect callers to the appropriate team members.
- Monitor studio supply inventory and make requests for re-orders.
- Monitor the Toivo social media platforms, including general email, and respond to emails and comments.
- Add new participants into MindBody Software, and have them fill out the electronic waiver.
- Collect and track RSVP's for in person offerings.
- Encourage donations at Toivo Center offerings.
- Maintain an accurate record of attendance for Toivo Center offerings.
- Participate in Toivo team meetings and staff trainings
- Other duties as assigned.

EDUCATION & EXPERIENCE:

Personal experience with mental health, addiction, and trauma.

Experience with administrative support.

Recovery-oriented, inclusive, and leads by example.

Basic proficiency in Microsoft Office 365.

Excellent communication skills verbal.

Ability to create a welcoming environment.

Flexible and open to experience.

APPLICATION DEADLINE: Email resume and a cover letter to Human Resources, HR@AdvocacyUnlimited.org, by March 17, 2023. All questions can be directed to Human Resources.