



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

YOU.ME.US.

KIMBERLY FRASER, LPCC
EXECUTIVE DIRECTOR

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

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.

Applications must be received by September 4, 2026. No phone inquiries, please.