

# NEVADA COUNCIL ON PROBLEM GAMBLING

**\*\*\*EMPLOYMENT OPPORTUNITY\*\*\***

Posted January 27, 2019

**Position:** SUPPORT SPECIALIST  
**Classification:** Full Time / Non-exempt  
**Compensation:** \$14 - \$16/Hr. DOE

## OVERVIEW

Nevada Council on Problem Gambling is seeking a passionate, qualified and experienced professional to join the Council team as our Support Specialist in our Las Vegas office. The Nevada Council is a statewide private non-profit organization whose mission is to generate awareness, promote education and advocate for quality treatment of problem gambling in the State of Nevada. The Council works with all stakeholders to achieve this mission and does not take a position for or against legalized gambling.

## POSITION DESCRIPTION

Our Support Specialist works with Council staff and community partners to insure successful implementation of program initiatives in support of the Council's mission and vision. The Support Specialist serves as the key staff person to represent the Council at off-site community outreach activities, and performs daily administrative support functions. This is a full time position working 40 hours per week, regularly scheduled Monday through Friday, 8:30 am to 4:30 pm. The Support Specialist's weekly schedule will be adjusted as needed to accommodate evening or weekend hours to attend community outreach activities.

**RESPONSIBILITIES** – *include, but may not be limited to:*

### General Administration

- Answer phone and greet visitors, directing inquiries to appropriate staff for assistance
- Process incoming and outgoing mail, including packaging and shipping small parcels
- Document and file preparation, including typing, printing, copying, scanning, etc.
- Maintain clean and orderly personal workspace and common office areas

### Community Outreach

- Produce and manage required inventory of printed materials for general distribution, health and wellness events and community partner activities.
- Plan, pack and transport handout materials, promotional giveaways, and exhibit table supplies for community outreach events
- Attend community outreach events as Council representative for exhibit table and/or community partner activities.
- Conduct timely, professional communications with community contacts and Council staff, to insure successful planning and outcomes.

### Program Support

- Provide administrative support for meetings, classes and workshops, including room and A/V setup, sign-in sheets, attendance certificates, etc.
- Maintain current records of program activities and update daily program tracking logs
- Create and maintain updated calendar entries for all program activities and events
- Perform administrative duties in support of the Annual Nevada State Conference on Problem Gambling.
- Perform post-event follow-up and closeout procedures, as assigned

## APPLICANT QUALIFICATIONS

### Experience:

- Minimum 3 years' full-time employment, with demonstrated administrative responsibilities
- Experience in operating general office machines/equipment, including phones, fax, copier, printer, postage meter, etc.
- Experience in community outreach, non-profit organizations, or program coordination preferred.
- Related specialty certifications (Mental Health, Prevention, Peer Support, Non-Profit, etc.) highly valued, but not required.

### Skills & Abilities:

- Attention to detail and able to understand and follow instructions with consistent performance of tasks.
- Ability to prioritize and organize work appropriately and efficiently to meet required deadlines.
- Proficiency in the use of Microsoft Office software applications
- Excellent verbal and written communication skills
- Ability to interact positively and professionally with team members and people of all diversities
- Highly motivated, focused and results oriented.
- Bilingual in English and Spanish preferred, but not required.

### Other Requirements:

- Support the Mission and Vision of the Nevada Council on Problem Gambling
- Maintain a neutral position on legalized gambling
- Maintain a valid Nevada driver's license and reliable personal vehicle

### Essential Requirements of Support Specialist Position:

**R= Rarely (0-15%) O= Occasionally (16-45%) F= Frequently (46-100%)**

Sitting / Standing / Walking	F	Indoor activity	F
Climbing	R	Outdoor activity	R
Lifting/Carrying/Moving up to 20 lbs.	F	Driving to/from offsite locations	O
Lifting/Carrying/Moving over 20 lbs.	O	Business casual dress	F
Reading / Writing	F	Talking / Listening / Responding	F
Operating Computer/Office Machines	F	Organizing/Prioritizing/Planning	F
Using Telephone	F	Cleaning	R

## APPLICATION INSTRUCTIONS:

Interested applicants may submit a resume and cover letter by email to [employment@nevadacouncil.org](mailto:employment@nevadacouncil.org). Please include salary history and professional references with resume. Selected applicants will be invited to schedule an interview. Position will remain open until filled.

For additional information on the Nevada Council on Problem Gambling, visit [www.whenthefunstops.org](http://www.whenthefunstops.org).

*NCPG is an Equal Opportunity and At-Will Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. Employment with NCPG is subject to pre-employment background check and drug screening.*