

Job Description

Title: Administrative Assistant
FLSA Status: Non-Exempt
Date: March 2015

Department: Programs
Reports to: Senior VP of Strategic Initiatives and Program Development
Approved: _____

Job Summary:

The Administrative Assistant serves in a support capacity and may independently handle a variety of situations involving administrative functions for the Senior VP of Strategic Initiatives and Program Development. The AA provides support for the Director of Community Wellness, Director of Education and Training and Professional Development Manager.

Essential Duties and Responsibilities:

- Composes and types correspondence involving routine matters
- Maintains records and files in accordance with applicable statutes
- Arranges meetings and appointments for Sr. Vice-President, Early Learning Directors and Programs Staff.
- Orders office supplies, coordinates travel and prepares local mileage for Sr. Vice-President, Early Learning Directors and Programs Staff.
- Ensures, in Sr. Vice-President and Early Learning Directors absence, assigned tasks are completed in a timely manner
- Monitors status of projects and takes action, refers important matters to Sr. Vice President, Early Learning Directors or Programs Staff to ensure timeliness
- Serves as a representative in creating and maintaining positive relationships within the ELC and in the community
- Performs customer service functions, including responding to client's inquires and provides assistance and follow-up
- Schedule interviews and prepare interview package for applicants
- Transfer incoming provider calls to assigned Provider Specialist by zip code zone
- Maintain call center logs and lunch schedule
- Support Director of Community Wellness coordinating training sessions
- Coordinate the Sr. Director's calendar
- Records minutes for public notice and staff meetings
- Assist with Amendments to the ELC SR plan
- Prepare Power Point Presentations for Programs Directors
- Support the Curriculum Learning Communities :
 - Maintain Excel spreadsheets with programs information
 - Coordinate training, book venues, curriculum fairs, learning showcases, etc.
- Works on special projects and performs related duties as assigned

Skills and Abilities:

- Accountability
- Flexibility
- Oral and Written Communication
- Extensive Report Writing
- Time management and ability to multitask
- Interpersonal Relationships
- Problem Solving
- Initiative

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- Power Point
- Excel

Experience and Training:

- High School Diploma or Equivalent, Associates preferred
- Minimum of two years of administrative experience
- Knowledge of data gathering techniques to obtain technical and administrative materials for organizational use
- Knowledge of principles and practices of organization, planning, records management and research
- Ability to operate standard office equipment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date