



Job Title: ADMINISTRATIVE ASSISTANT (Bilingual-Spanish/English)

Location: Early Learning Center (ELC)

Employment Status: Full Time; Regular

Salary Classification: Assistant

Summary of Job:

The Administrative Assistant is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

Direct Supervisor:

The Administrative Assistant reports to the Program Director.

Direct Staff Supervised:

None.

Other Key Relationships:

The Administrative Assistant will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

1. Maintain office services

- Maintain a respectful, safe and caring office environment
- Perform general office tasks such as receiving/distributing mail and making copies
- Answer phone, greet visitors and direct the flow of activity
- Organize office operations and procedures
- Control correspondences
- Prepare supply requisitions
- Liaise with other agencies, organizations and groups
- Maintain office equipment

2. Maintain office records

- Design filing systems
- Ensure filing systems are maintained and up to date
- Define procedures for record retention
- Ensure protection and security of files and records
- Ensure effective transfer of files and records

- Transfer and dispose records according to retention schedules and policies

3. Maintain office efficiency

- Plan and implement office systems, layout and equipment procurement
- Maintain and replenish inventory
- Check stock to determine inventory levels
- Anticipate needed supplies
- Verify receipt of supply

4. Data Tracking

- Assist in the collection, organization and reporting of data including enrollment forms, attendance and assessment of children
- Produce reports for external/internal purposes such as program and staff management and to enhance child's outcome or site's quality improvement plan

5. Provide support to the Program Director

- Coordinate all logistical needs of meetings such as meeting notices/reminder, meeting space; food, sending materials out and printed meeting materials
- Ensure all printed materials are prepared a minimum of 3 days prior to meeting
- Assist with oral and written translation

6. Adheres to all guidelines contained in ELNC's Employee Handbook

7. Perform other duties as assigned by the Center Director

Site specific duties:

- Must be able to read, write and speak Spanish fluently to assist with verbal and written translation; must be bi-lingual

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services

- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data
- Ability to communicate effectively, both orally and in writing
- High level knowledge of data collection and statistical principles
- Ability to use logic and scientific rules and methods to solve problems

Minimum Required Education and Experience:

- Associates Degree and demonstrated ability to handle detailed oriented tasks
- **Must be Bilingual (Spanish/English)**

Preferred Education and Experience:

- None.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____