



**Job Title: ADMINISTRATIVE ASSISTANT**

**Location:** Hall St.

**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 Education 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 Education 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

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

### **7. Perform other duties as assigned by the Education Director**

#### **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

**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:** \_\_\_\_\_