



Job title:	Administrative Assistant		
Department:	Parent Child Plus Program		
Reports to:	Parent Child Plus Site Director		
Hourly Salary:	\$16 - \$20/ HR		
FLSA:	Non-Exempt	FTE: 1	

Administrative Assistant Job Description

This is a Part-Time Position with the potential to transition to full-time.

Job Profile Summary

Performs a wide variety of clerical, administrative, and receptionist duties. Provides assistance to the Site Director, Site Coordinator, and the Early Learning Specialist. Candidate reports to the Site Director.

Job Description

MAJOR RESPONSIBILITIES & DUTIES:

Provides administrative support.

- Performs general administrative functions including photocopying, faxing, typing correspondence, mail, and maintaining office supplies.
- Greets visitors and staff in person or via telephone, determines their needs and directs them to the appropriate person or office.
- Processes, maintains, and files client records including purchased office supplies orders and other documents
- Maintains schedules and coordinates calendars for meetings and other events; records, transcribes, and distributes meeting minutes. Assists in organizing events as needed.
- Makes travel arrangements and completes expense reports as needed.
- Tracks inventory, and prepares various reports, material packets for ELS, outreach, and meeting presentation materials.
- Completes departmentally specific administrative tasks as applicable per area of responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of office administrative procedures, practices, and filing methods.
- High level of professionalism and interpersonal skills.
- Working knowledge of PC software applications with a proficient ability to utilize Windows-based programs and Microsoft Office, including PowerPoint, Excel, and Word.
- Ability to communicate with individuals at all levels in the organization and with external business contacts in an articulate, professional manner while maintaining necessary degree of confidentiality.
- Ability to work independently, prioritize projects, meet deadlines, and multi-task while maintaining quality standards.
- Ability to type accurately and proficiently.
- Bilingual English/ Spanish

REQUIRED QUALIFICATIONS:

- Minimum of one year of administrative or clerical experience required.

PREFERRED QUALIFICATIONS:

- High school diploma or equivalent is preferred.

ADDITIONAL JOB DESCRIPTION:

- Other Duties: This job description incorporates the essential functions and duties required for this position. However, other duties may be required and assigned at times and as determined by the Site Director to meet the needs of the program.
- Serves as a role model in carrying out activities and behaviors that reflect the values and principles of the Parent Child Plus program at Family Impact PBC.
- May have to drive to pick up inventory for the Parent Child Plus Program and do needed errands required by Site Director.

Working conditions

Must have reliable transportation, a valid driver's license, automobile insurance, and a clean driving record.

Physical requirements

This is a largely sedentary role; however, some lifting of office supplies up to 25 pounds may be required.