



## **Job Description Administrative Assistant**

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<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Reports To:</b>	<b>Provider and Education Support Manager / Executive Director</b>
<b>Classification:</b>	<b>Non-Exempt</b>

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### **Position Summary:**

Under the supervision of the Provider Education and Support Manager, the Administrative Assistant is responsible for working collaboratively with the programs staff to process training registration and also performs various routine office duties in support of basic office functions.

Under the supervision of the Executive Director, this position supports the work of the Executive Director and Board of Directors.

### **Primary Responsibilities:**

1. Assist with the correspondence and communication with child care providers, parents and the community via telephone, email and in person by covering the front desk three days per week
2. Assist with correspondence and communication with Board members via telephone, email and in person
3. Coordinate training registration, including confirmation, registration lists, name badges, sign-in sheets, participation packets, transcripts and training certificates for all trainings in accordance with IACET standards
4. Perform routine clerical and basic office functions such as mail distribution, answering the phone, metering mail, etc.
5. Maintain agency calendars including meeting room
6. Assist in the maintenance of the training registration database
7. Update the agency's strategic plan in accordance with decisions of the Board of Directors
8. Assists the executive director with timely preparation of contracts, grants, and reports
9. Assist in gathering materials and creating reports for board meetings, grants, reviews, presentations (i.e. VAT), site visits, and other external organizations requesting information from the agency
10. Prepare check requests and credit card requests for the executive director
11. Maintain the log of cash receipts in accordance with the agencies established cash receipt procedures
12. Assist development department in the preparing, reviewing and mailing of all letters for the annual campaign



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13. Assist at fundraising and training events when needed
14. Provide quality customer service to all internal and external customers of the agency
15. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
16. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
17. React productively to change and handle all other work-related responsibilities as assigned

### ***Board Support***

1. Serve as primary administrative liaison to agency's board (including all of its committees) and Junior board for (a) scheduling of meetings, (b) preparing agenda, (c) distributing all materials prior to and providing copies at meetings, including minutes, (d) arranging meetings and sending reminders, (e) ordering and collecting funds for lunches, and (f) initiate procedures to encourage high quality, productive meetings with information that is accurate, complete and timely
2. Route for approval committee minutes taken by the managers assigned to the committees
3. Initiate contact with board members as required by the executive director
4. Prepare materials for new Board Chairman, notebooks for new board members and update materials for returning members; order name badges.
5. Administer the agency's conflict of interest statement and board self-assessment
6. Regularly update and disseminate pertinent information to staff regarding board member contact information and prepare bios for each board member
7. Arrange new board member training
8. Take minutes at meetings of the Board and prepare for approval by the Secretary
9. Maintain the agency's corporate, board and contract files in accordance with the established file management system
10. Assist in arranging and coordinating the Annual Board Meeting

### **Qualifications:**

1. Bachelor's degree from an accredited college or university in Business Administration, Office Management or Secretarial Science and/or ten years of satisfactory administrative office experience
2. Excellent organization skills with attention to detail
3. Excellent interpersonal and communication skills
4. Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)
5. Driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000