



Job Description Administrative Assistant

Position Title:	Administrative Assistant
Reports To:	Provider and Education Support Manager
Classification:	Non-Exempt

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.

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
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



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- 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

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

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees "at-will". I have read and understand the responsibilities and requirements of this position.



**Job Description
Administrative Assistant**

Employee Signature

Date

Manager / Supervisor

Date