

## JOB POSTING

**JOB TITLE:** Administrative Assistant

**DIVISION/OFFICE:** Early Childhood Development Division

**EMPLOYMENT TYPE:** Part-Time

**REPORTS TO:** Center Director/ Division Director

**LOCATION:** TBD

**FLSA STATUS:** Non-exempt

**SOC CODE:** 43-6010

**COMPENSATION:** \$13.00 (hourly rate)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

### POSITION SUMMARY:

- The Administrative Assistant will perform a wide range of administrative and office support services to the Early Childhood Education Division.

### RESPONSIBILITY AND DUTIES:

- Responsible for answering, screening and transferring all incoming calls. In charge of taking phone messages when necessary.
- Performs general clerical duties including photocopying, typing, scheduling and faxing.
- Types and designs general correspondence such as memos, agendas, forms, surveys, excel spreadsheets, presentations, charts, etc.
- Opens, sorts and distributes incoming and outgoing correspondence.
- Assist with the preparation of the Division's informational packages (*i.e. student enrollment package, parent handbook, etc.*).
- Responsible for maintaining and tracking all center licenses and permits. Assist the Center Director with renewal submissions.
- Maintains supplies and equipment inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies.
- Responsible for preparing purchase requisitions.
- Ensures operation of equipment and coordinates maintenance when necessary.
- Assist with the preparation of reports (*i.e., Food Program, Statistical reports, etc.*).
- Assisting Center Director with forwarding incident/accident reports to the Business Office.
- In charge of updating the Human Resources Bulletin board upon request.
- Assisting Center Director with coordinating volunteers and submits timesheets as deemed necessary.
- Organize conference rooms for special events.
- Attend staff meetings as well as professional development training and conferences.
- Administers and observes the organization's office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

### EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- High School Diploma, Associate Degree in Liberal Arts and at least 3 years of administrative experience
- Experience working in a Head Start program preferred
- Bi-lingual (*English/Spanish/French/Creole/Portuguese*)
- Good interpersonal, written and verbal communication skills
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and Internet
- Must be detailed oriented and able to multitask
- Ability to take initiative, work independently and work in a team environment
- Must be able to work in a fast-paced environment
- Ability to carry oneself professionally
- Professional business attire is required
- This is largely a sedentary role: however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary\*

\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### SCHEDULE:

- Monday – Friday, 10:00am - 2:00pm** (Schedule may vary according to meet Early Childhood Education Division needs)

### TO APPLY:

- Email your resume with cover letter to: [Yshin@lacasanwk.org](mailto:Yshin@lacasanwk.org) Only candidates being considered for an interview will be contacted.
- Open Date:** September 28, 2018      **Closing Date:** December 30, 2018

**La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

