

CASWELL COUNTY PARTNERSHIP FOR CHILDREN

Job Description

Job Title:	Administrative/Program Assistant
Reports to:	Executive Director
Position Status:	Part-time, Non-Exempt
Number of Hours Per Week:	10 -20 hours per week
Compensation Range:	\$13 - \$15 per hour
Job Description Updated/Effective:	November 1, 2019



Position Summary: *This position is responsible for providing support to the Executive Director with administrative operations and services in order to sustain the effective and efficient operations of the CCPFC. This individual will be expected to perform in a fast paced, changing work environment while handling multiple tasks.*

Essential Duties and Responsibilities:

- Perform administrative and program support duties to assist the Executive Director.
- Perform administrative duties including assisting callers and/or visitors to the office, answering multi-line telephone system, taking & routing messages, filing, copying, scanning, and scheduling appointments and meetings. Promptly identify needs of callers and visitors to refer consumer to the appropriate staff for assistance.
- Perform accurate word processing and spreadsheet responsibilities, creating finished documents that are professional in appearance.
- Assist with maintaining fixed assets and records.
- Obtain competitive bids for program services and materials.
- Request, purchase and maintain program supplies and materials.
- Maintain tracking system for participant incentives.
- Assist with maintaining and distributing a calendar of CCPFC activities and events.
- Maintain directory of community leaders, partners and elected officials.
- Assist with the preparation and dissemination of program and public education outreach materials.
- Participate in CCPFC's marketing plan. Activities will include participating in community events and providing news and information for news articles and Facebook and website posts.
- Assist with the preparation, coordination and dissemination of an e-newsletter and maintain distribution list.
- Assist with planning and coordinating event details for activities such as Month of the Young Child and the Raising A Reader Blue Bag Library Celebration.
- Assist with preparations for child care trainings and provide staff coverage during trainings.
- Maintain the inventory and organization of the Resource Lending Library. Assist users as needed.
- Maintain Resource Lending Library user log.
- Communicate on behalf of the Executive Director to Child Care Administrators regarding areas such as training and technical assistance needs and updates.
- Provide other support for the Child Care Resource and Referral activity following the approved Request for Proposal.
- Communicate on behalf of the Executive Director to Raising A Reader Site Implementers regarding areas such as reports and program updates.
- Distribute and collect Raising a Reader program materials (books, bags, etc.) to/from sites following approved plan.
- Maintain Raising A Reader inventory of books, bags, and other program supplies.
- Enter Raising A Reader parent survey data into evaluation tool.
- Provide other support for the Raising A Reader Program following the approved Request for Proposal.
- Conduct recruitment and enrollment efforts for the Dolly Parton's Imagination Library.
- Enter registration information into the Dolly Parton's Imagination Library database. Manage change of addresses, transfers and other requests from parents. Maintain a log of issues reported by parents.

- Pick up undelivered books from the U.S. Post Offices located in Caswell County on a monthly basis. Maintain a record of undelivered books. Contact parents of children with returned books. Distribute unclaimed books following the approved plan.
- Provide other support for the Dolly Parton's Imagination Library activity following the approved Request for Proposal.
- Assist in data collection and participate in CCPFC's process for evaluation of services. Maintain tools such as databases and spreadsheets to track outputs and outcomes.
- Complete other grant specific reports and requirements and work to achieve program outputs and outcomes.
- Assist in fund development.
- Complete reports, including summary reports, and maintain supporting documentation and/or records.
- Maintain organized, detailed and accurate files and records.
- Participate in local meetings, forums, and trainings as appropriate and requested.
- Provide support to specific projects as assigned and perform all other duties as assigned by the Executive Director.
- Maintain strict confidentiality in all matters pertaining to CCPFC management and operations.
- Keep the Executive Director informed on all relevant operations, issues, and needs.
- Priority of work within these functions will be determined by the Executive Director as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: Associate's degree in business or office administration, or a related field, AND a minimum of five (5) years work experience in an administrative/secretarial position, with progressive responsibilities; OR equivalent combination of education and experience. Candidate is expected to have strong oral and written communication skills, the ability to multitask/manage multiple deadlines, and possess good planning and systems management skills. Personal characteristics should include a results oriented attitude, ability to work with diverse populations, creative problem solving, and ability to work in a team environment.

Knowledge and Abilities:

Ability to identify and address the needs of the Executive Director and perform support related tasks to ensure CCPFC's workflow runs smoothly.

Excellent organizational skills with an ability to think proactively.

Excellent time management skills.

Comfortable in a fast-paced environment with multiple tasks and projects.

Experience in being part of a team.

Ability to work with diverse groups.

Ability to prioritize and manage multiple tasks requiring follow-up and timely completion of all projects and responsibilities.

Ability to think and work organizationally.

Ability to think strategically.

Ability to adapt to and support a changing work environment and new demands.

Ability to handle confidential information in a professional manner.

Knowledge of professional document formats, and proper use of English composition, spelling, and punctuation for correspondence and reports.

Knowledge of early childhood issues and practices helpful.

Familiarity with evidence-based/informed services for children and families helpful.

Computer Skills: Proficiency in word processing, spreadsheet, and database skills. Ability to effectively and efficiently use email and Internet applications.

Language and Communication Skills: Strong oral and written communications skills in order to effectively communicate through correspondence and presentations.

Position Type/Expected Hours of Work: This is a part-time position and hours of work and days will be established with the approval of the Executive Director within CCPFC's normal operating hours of Monday through Friday, 8 am to 5 pm. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

****Funding for this position is contingent upon continued grant funding availability****

How to Apply: Send a one page letter of interest with a resume and contact information for three Professional/Business/Supervisory references (name, phone number and email address) to:
Caswell County Partnership for Children
PO Box 664
Yanceyville, NC 27379

Or email the same information to ccp4child@esinc.net.

Review of resumes will begin November 6, 2019 and will continue until position is filled.

Caswell County Partnership for Children

PO Box 664, Yanceyville, NC 27379 - 336-694-1538 - fax: 336-694-7666

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