



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
Job Description Updated/Effective:	September 1, 2017
Compensation Range:	\$13 - \$15 per hour

Position Summary: *This position is responsible for providing administrative and program support to sustain the effective and efficient operations of the CCPFC.*

Essential Duties and Responsibilities:

- Provide administrative and program support and assistance to the Executive Director with CCPFC administrative operations and services.
- Perform administrative duties including assisting callers and/or visitors to the office, answering multi-line telephone system, taking & routing messages, filing, copying, faxing, and scheduling appointments and meetings. Promptly identify needs of callers and visitors to refer consumer to the appropriate staff for assistance.
- Perform word processing and spreadsheet responsibilities, creating finished documents that are accurate and professional in appearance.
- Complete review of fixed assets.
- Assist with maintaining a calendar of CCPFC activities and events.
- Assist with maintaining the CCPFC website by updating routine information and posting program updates.
- Maintain a directory of community leaders and elected officials.
- Assist with the preparation and dissemination of program and public education outreach materials.
- Assist with obtaining competitive bids for administrative services and program materials.
- Request, purchase and maintain supplies and materials.
- Assist with setting up and coordinating child care trainings and provide staff coverage during trainings.
- Assist with maintaining the inventory and organization of the Resource Lending Library. Assist users as needed.
- Assist with planning and coordinating event details for activities such as Month of the Young Child and the Raising A Reader Blue Bag Celebration.
- Distribute and collect Raising a Reader program materials (books, bags, etc.) to/from sites.
- Maintain Raising A Reader inventory of books, bags, and other program supplies.
- Collect Raising A Reader surveys and enter survey data into evaluation tool.
- Assist in data collection, evaluation, and other duties as assigned. Maintain tools such as databases and spreadsheets to track outputs and outcomes.
- 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 good systems management. 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:

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.

Thinks and works 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 their 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.

Additional Requirements:

Some local travel is required.

Periodically work extended workdays and/or occasional weekend days.

This position also requires the ability to periodically work under time pressure.

****Hiring and renewal of this position is contingent upon grant funding availability****

How to Apply: Send a one page letter of interest with a resume and three references (name, phone number and/or email address) to:

Caswell County Partnership for Children

PO Box 664

Yanceyville, NC 27379

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

Deadline to apply is 4pm on September 28, 2017.

Caswell County Partnership for Children

1084 NC Highway 86 / PO Box 664 Yanceyville, NC 27379

Phone: 336-694-1538 Fax: 336-694-7666 ccp4child@esinc.net www.CaswellChildren.org