



# Administrative Assistant

Date: February 2019

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**Reports to: Director ECHS**

**Classification: Full-time**

**Department: Administration/Early Childhood**

**Status : Non - Exempt**

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**POSITION SUMMARY:** Provide high-level general office management and executive assistance to the Director of Early Childhood Services and Chief Executive Officer, while coordinating administrative support activities. Complete various day-to-day tasks and administrative functions, ensuring the accuracy, organization, and completeness of written and electronic documents according to SEK-CAP and industry standards.

## ESSENTIAL FUNCTIONS:

- Provide day-to-day administrative support to the Early Childhood Services Director and Chief Executive Officer.
- Compose correspondence and prepare reports as requested.
- Establish and maintain files, record of reports, correspondence, and other documentation as assigned.
- Prepare and/or review material for the Director ECHS approval for typographical accuracy and format.
- Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
- Serve as the liaison and act as administrative secretary to the SEK-CAP Governing Board and Policy Council.
- Maintain up-to-date rosters for Board and Policy Council.
- Assist in organization of governance activities including recruitment, Board development, succession planning, mentoring, encouragement, and regulatory compliance monitoring as directed.
- Have knowledge of all SEK-CAP policies, procedures, Governance By-Laws and Policy Council By-Laws.
- Develop agendas, take notes, transcribe dictation, and prepare minutes for Governing Board and Policy Council meetings and calls.
- Keep confidential records.
- Maintains and completes licensing application/ renewals for all Early Childhood facilities.
- Maintains records of all aspects of ECH facility licensure.
- Provides daily coverage of the reception desk, coverage for absences and support for breaks.
- Secondary receptionist for incoming telephone calls (answers; refer calls to appropriate staff).
- Assist in data collection and data entry as requested.
- Coordinate agency events as assigned.
- Utilize office equipment for printing, sorting, duplicating, and collating.
- Provide training and instruction as directed to other agency support staff.
- Respect and support cultural differences and diverse family structures.
- Demonstrate exceptional work habits and model exemplary attendance behavior.
- Attend mandatory training and staff meetings.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties and special projects as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### Essential:

1. Excellent computer skills with IBM compatible P.C. systems and software.
2. Proficient with word processing programs, including their review and formatting capacities.
3. Practical knowledge of document design and page layout.
4. Ability to operate general office equipment such as photocopiers, faxes, and phone systems.
5. Superior interpersonal skills, including the ability to get along with diverse personalities. Tactful, mature, and flexible.
6. Ability to interact in a mature, tactful, and flexible manner with the general public.
7. Ability to communicate effectively and clearly, both orally and in writing.
8. Resourceful and well organized.
9. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
10. Ability to learn and adapt.

### Desired:

1. Knowledge of all Microsoft Office Software components, i.e.; Access, Word, Excel, and PowerPoint; Internet Explorer, Netscape, and Group Wise.
2. Have or be willing to obtain certification/training on various types of software utilized within the organization.
3. Ability to accurately type 70 words per minute and properly set up typewritten material.
4. Exceptional command of the English language with respect to professional communication, including grammar, punctuation, and syntax.
5. Organized and able to implement systems and follow-up processes, work effectively under pressure, use independent judgment, and produce a quality product within tight time constraints.
6. Skilled in proofreading, editing, and rewriting.

## **EDUCATION AND QUALIFICATIONS:**

1. Bachelor's Degree in English, Business, or a related writing intensive field, or equivalent experience.
2. Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
3. Obtain a physical and TB Skin Test prior to employment.
4. Submit to and pass standard criminal history check.
5. Submit to and pass standard drug screen test.
6. Obtain CPR and First Aid Certification.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment 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 following essential functions:

1. Use hands to finger, handle, or feel.

2. Reach with hands and arms.
3. Sit or occasionally stand; walk and stoop, kneel, or crouch.
4. Regularly lift and/or move up to 10 pounds.
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
6. Occasional exposure to wet and/or humid conditions.
7. Occasional exposure to outside weather conditions.
8. Occasional exposure to extreme cold and extreme heat.
9. Operate in a noise level that is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date