

Announcement Date: July 27, 2018

OPEN POSITION: Administrative Assistant

Apply by: Sending Cover Letter and Resume to: careers@ecpac.org

Job Title: Administrative Assistant
Reports To: Director of Finance and Operations
FLSA Status: Exempt
FTE: Full Time (1.0 FTE)

Position Summary:

The ECPAC Administrative Assistant, requires a self-motivated, passionate professional, with a strong vision of and commitment to ensuring that children and families are well supported. This position will work closely with ECPAC staff to support them in administrative duties, as noted below. Additionally, this position requires the ability to work collaboratively and efficiently with a diverse coalition of partners including early childhood care & education providers, higher education, non-profits, governmental agencies parents, families and community informal supports to achieve this vision.

Essential Duties and Responsibilities:

- General office support
- Support staff in preparing for and follow up from meetings, events, or trainings by making copies, securing locations, and scheduling with partners, typing up minutes, etc...
- Support ECPAC evaluation efforts through data-entry and preparing monthly and/or quarterly reports.
- Support communication with partners through the use of newsletters or other means – such as delivery of ECPAC materials
- Support efforts to connect with the community around donations or other partner relations
- Other duties as assigned by the ECPAC Executive Director or Operations Manager

Qualifications:

- Experience with computer technology, including Microsoft Office, Excel, and data entry skills
- Experience in provision of high quality customer service or other high contact service capacity
- Excellent oral and written communication, interpersonal and time-management skills
- Strong organizational skills and ability to multi-task and demonstrated ability to meet deadlines and pay attention to detail
- Culturally Competent practice and experience working with diverse populations
- Applicants must have a valid driver's license and vehicle insurance, as local travel of approximately 25-50 miles per month is expected

Preferred Qualifications – Not Required

- Preference may be given to candidates with the following qualifications:
- Experience working in Non-Profits
- Bilingual

Physical requirements and working conditions:

- Work in an office environment using computer for periods of time throughout an eight hour work day.
- Ability to lift/push/pull/carry various objects of 10 – 20 pounds occasionally
- Ability to reach to shoulder level and above.
- Ability to bend at the hips and knees.
- Drive various distances in all types of weather conditions. Travel is expected at about 20 miles or less per month and long-distance travel (car or plane) is rarely expected.

Position:

This position is a full-time position with benefits, working 40 hours on average per week. Options available for less than 40 hours per week – no less than 30. General work schedule is Monday — Friday during business hours. Some weekend and/or evening work is required as needed.

Compensation: Competitive based upon education and experience, includes benefits

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin.