



Job Title	Administrative Assistant	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	School Manager or School Director	CEO Approval Date	<i>Pending</i>
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year-round position.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Administrative Assistant will initiate and coordinate the administrative functions necessary to run an organization efficiently while implementing administrative policies and procedures according to Head Start Performance standards and other regulating entities.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio- economic characteristics, reflect Sunbeam Family Services core values and to perform at standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Assist in coordinating the activities involved in program planning, goals, and objectives.
- Oversee implementation of effective and efficient office management systems and processes.
- Compile and organize information for use by staff in the completion of reports and special projects.
- Maintain daily positive interactions with caregivers and children, using a customer service-based approach.
- Perform daily clerical duties, including answering and screening telephone calls, taking messages, copying and collating, and scheduling, setting up and attending meetings as assigned, taking/transcribing minutes.
- Assist in the coordination between all program service teams in order to meet federal and local goals and objectives in a timely manner.
- Work on assignments that are moderately complex in nature where judgment and analysis are required in resolving problems and making recommendations.
- Ensure that all details of a task are completed thoroughly.
- Maintain clear communication with staff and clients with a consistent positive demeanor and attitude.
- Respect the confidential and sensitive nature of the information handled/processed/shared.
- Effectively utilize the Child Plus data system, and any other information-capturing systems necessary, to document on-going Disabilities referrals and services for children enrolled in the ECS program.
- Effectively prioritize delegated projects to accomplish tasks within specified timeframe at a high level of quality and confidentiality. Design and edit drafts of correspondence, reports, forms, charts, memos, and other documents, as needed.
- Attend Early Childhood Services staff meetings and trainings as required.

- Ensure timely records maintenance and reports are pulled accurately and promptly.
- Perform data entry and updating for on-going projects, including but not limited to Child Plus, Excel spreadsheets, the annual PIR (Program Information Report), etc.
- Maintain professional integrity, exemplifying the values of, and expected within, the program while promoting the mission of the organization.
- Promote culturally sensitive practice.
- Travel locally as required in performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, School Director, Senior Program Director, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	HS Diploma/GED	Associate's degree in business or related field
Experience	One (1) year experience with office administration.	Five (5) years of experience in office administration
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with children and families.</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Proficient knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology/software programs as needed.</p> <p>Good organizational and time management skills.</p> <p>Able to work independently and collaboratively in a team environment.</p> <p>Able to exercise independent judgment based upon program policies and regulations.</p> <p>Able to communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Must be able to work some evenings and weekends as required by the job.</p>	<p>Knowledge and understanding of Child Plus</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes.</p>

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.
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WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in a school environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may be exposed to childhood diseases and blood on occasion.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name	
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Employee / Candidate Signature	
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Date:
