



Early Childhood Council of the San Luis Valley

Mission: The Early Childhood Council of the San Luis Valley is a community working together to ensure all children are valued, healthy and thriving in school and life.

Job Title: Administrative Assistant

Reports to: Business Manager

FTE: Full time - 40 hours per week

Salary Range: \$35,772 - 41,412 per year

Responsibilities:

- Provide administrative support to the Business Manager and ECC SLV programs as directed.
- Receptionist for the organization, serving as the point of contact for child care providers and families.
- Day to day office operations including mail handling, answering phones, filing, supplies control-ordering, processing of letters/correspondence, events/meeting planning, and diaper orders.
- Support Business Manager with billing and invoicing.
- Managing social media outlets and website content to ensure information is made available and updated.
- Receive monthly EHS packets from partners and forward to appropriate parties as necessary.
- Provide basic technology assistance to EHS and PAT Staff and Programs as needed (Owls, iPads, etc).
- Prepare materials, training handouts, minutes, agendas for meetings, reserve space & food, email reminders.
- Gathering and maintaining security codes for ECC SLV Office security system.
- Attend EHS/ECC SLV meetings, trainings, events as needed.
- Maintain office appearance.
- Other duties as assigned

Qualification Requirements:

- Demonstrates an understanding of the challenges faced by families living in poverty, and all families, and having the ability to offer support.
- Holds a passion for the development and health of children prenatal to eight years old and the mission of the Early Childhood Council.
- The individual must possess: superior written and oral communication skills; gather and analyze information skillfully; maintain strict confidentiality and have demonstrated ability to handle multiple, highly detailed tasks simultaneously.
- Exceptional organizational skills required. Ability to meet designated deadlines is a critical qualification for position.
- Illustrates proficiency with Microsoft Office Programs (Word, Excel, Publisher, and Power Point); Internet fluency and ability to manage various data bases.

- Maintains professional demeanor in behavior and dress and is appropriate at ECC SLV functions, with clients and in the office.
- Shows ability to adhere to ethical standards, maintain confidentiality, and operates within the codes of conduct.
- Participates as an essential member of the team, maintaining overall good work attitude toward supervisor, co-workers and clients; exhibits honesty in dealings with supervisor, co-workers and clients.
- Must be willing to attend family/program activities even in the evening/weekends.
- Must be willing to attend meetings and trainings as required, which can be located within the San Luis Valley, the state of Colorado, and out of state
- Must sign a declaration regarding arrests, charges, or convictions of drug abuse or sexual abuse; must submit to CBI background check.
- Must have a tuberculosis(PPD) test annually with acceptable results and must have or be willing to obtain a First Aid/CPR Card
- AA or BS Degree in Business or a related field preferred or equivalent experience.
- Valid Driver's License

Other Skills & Abilities:

- Spanish language skills a plus
- Knowledge and experience in operations of a nonprofit organization
- Ability to organize and relate to groups of people from varied backgrounds
- Ability to work under pressure
- Early Head Start Parents are encouraged to apply

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.