

# Administrative Assistant Job Description - August 2008

The Valley Interfaith Child Care Center, Inc. (VICCC) provides low-cost, high quality comprehensive childcare services to qualified children and families. The center is focused on the care and educational needs of preschool children ages infant through five. The center offers year round day care Monday - Friday, 6 a.m. - 6 p.m.

## Position Description

This position is a part time (15-20 hour) position, responsible for working with the Executive Director to administer operations, promote board development and build community relationships.

## Essential Duties

- Works with all aspects of the organization's data management including: financial, board, community volunteers, administrative, program areas and performance monitoring.
- Creates and Co-ordinates a variety of administrative systems
- Demonstrates a willingness to be flexible, conscientious and creative.
- Performs computer tasks (word processing, data entry, spreadsheets and email) in a timely manner.
- Contributes to VICCC's public relations efforts.
- Supports the Executive Director in networking efforts.
- Demonstrates an understanding of VICCC's overall vision.
- Assists Site Director with administrative duties.
- Performs other duties as assigned by the Executive Director.

## Administrative Tasks

- Maintains confidential files.
- Processes incoming funds; prepare deposits and invoices for accountant.
- Processes mail
- Develops systems to manage administrative functions.
- Performs routine computer tasks, i.e. word processing, spreadsheets, e-mail, etc.
- Processes new hire paperwork and maintains staff files at Executive office.
- Collects and enter data into the VICCC databases.
- Enters time sheet data for all employees.
- Extracts information from the databases as needed, i.e. leave information.
- Demonstrates familiarity with social service and licensing procedures to ensure compliance.
- Supports VICCC's interest in the community by attending events, working with volunteers, and other interested organizations.
- Assists Executive Director as needed with tasks, agendas, and preparing for meetings.
- Assists in preparing and writing grant proposals.

## Qualifications

- Ability to work independently and with teams.
- Highly organized.
- Multi-task orientated.
- Self motivated.
- Professional demeanor.
- Excellent verbal and written communication skills.
- Computer skills [MS Office, Excel, Power Point, Word]

## Requirements

- High School degree (Prefer BA)
- Criminal Background Check
- TB Test
- CPR/First Aid Certification

*Approved September 2008*