JOB DESCRIPTION

JOB TITLE: Administrative Assistant II
DIVISION: Compensation Initiatives
OFFICE LOCATION: Chapel Hill
SERVICE AREA: Statewide
DEPARTMENT: Infant-Toddler Educator AWARD$
DIRECT SUPERVISOR: Program Manager
CLASSIFICATION: Non-exempt
HOURS PER WEEK: 40

JOB SUMMARY: Performs wide variety of duties, some of a confidential nature, including administrative and clerical functions. This position requires communication with program applicants, child care program directors and other partners. The administrative assistant is an independent position with specific responsibilities and also serves as support for other team staff.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees and Board members in a confidential manner
- Complete and support the work of all programs within the Compensation Initiatives Division
- Process and distribute incoming mail and faxes
- Fill orders for internal and external requests for information
- Pull lists from database to obtain required applicant documentation and follow up as needed
- Prepare and meter mailings
- Recruit participants by mail and/or phone
- Enter and maintain accurate program data (i.e. applications, payments)
- Conduct phone confirmations, answer general programmatic questions and make contacts as necessary to update program and educational data
- Monitor and maintain supplies and materials; complete purchase requisitions; place orders; pick up orders as necessary
- Conduct general website maintenance
- Assist with document formatting for state distribution
- Submit and collect check batches
- Perform general clerical work (i.e. copying, filing)
- Seek and perform tasks in support of division staff
- Provide front-desk phone/reception back-up coverage
- Perform other tasks as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Two years of college; coursework in business, child development or related field preferred
- Two years experience in administrative capacity or two years of child care experience with demonstrated administrative ability

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Some local travel may be required

Please submit resume to HR@childcareservices.org

Salary Range $23,400 - $30,740

Please note that ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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