

**Title of Position: Administrative/Program Assistant**

**Status: Non-Exempt**

**Reports to: Executive Director**

**Position Summary or Overview:**

Primarily performs administrative/clerical support to the Executive Director, Executive Committee, Board of Directors and various other Board and Ad Hoc committees as needed. Secondarily provides programmatic support to the Child Care Resource and Referral program and to Program Management/Evaluation, including the NC Pre-K Program. Also, acts as Literacy Coordinator for Dolly Parton's Imagination Library and Reach Out and Read.

**Position Qualifications (minimum qualifications including job experience, skills, education and training):**

1. High School diploma or equivalency required. Two-year degree in business or related field is preferred.
2. Computer proficient and familiar with Windows/Microsoft based environment, particularly Microsoft Office.
3. Must have professional demeanor and excellent written and oral communication skills.
4. A minimum of two years administrative assistant experience required.
5. Considerable knowledge of office and administration management functions.
6. Considerable knowledge of automation, technology, and current methods and techniques in supporting an administrative and office management function.
7. Considerable knowledge of standard modern office administrative practices, procedures; and of the principles of grammar, spelling and composition.
8. Ability to take notes of official meeting proceedings and to prepare accurate minutes reflecting the actions taken.
9. Must be able to perform in a fast-paced, family friendly environment while handling multiple tasks.
10. Ability to organize and plan work to meet deadlines.
11. Must be an organized self-starter and be able to work independently as well as collaboratively.

**Major duties and responsibilities:**

Administrative Assistant:

1. Performs administrative/clerical support to the Executive Director, Executive Committee, Board of Directors and various other Board and Ad Hoc committees as needed.
2. Assists in meeting preparation for the Executive Director, Board of Directors and Board Committees. Assists in the scheduling, preparation of agenda packets for

- the meetings; notifies the Board, committee members, appropriate staff, the news media and other interested parties of the date and time of Board and committee meetings adhering to Open Meetings Laws; takes notes, is cognizant of quorum requirements, prepares and records minutes, maintains the official Board and committee minutes books, and maintains Board and committee records for public examination.
3. Using excellent customer service skills, acts as the first point of contact for the public, answers the telephone, greets general public and assists with public relations.
  4. Is expected to be knowledgeable of the policies and procedures of Stokes Partnership for Children including fiscal, contracts and personnel.
  5. Must have general knowledge of all the programs and funding sources of SPC including the requirements of the North Carolina Partnership for Children (NCPC), Smart Start, NC Pre-K and others.
  6. Picks up mail from the post office, opens mail, date stamps mail, and with the exception of money, gives mail to Executive Director for distribution.
  7. Responsible for opening and receipting all money, prepares cash receipts log prepares deposit slip and deposits money in bank.
  8. Adheres to the organization's code of ethics and complies with the confidentiality requirements.
  9. Performs personnel support functions under the direction of the Executive Director. These functions may include: advertisement of job openings and employment opportunities, receives and distributes employment applications, and assist with orientation for new employees.
  10. Annually creates notebooks needed for the Smart Start allocation process and for Board orientation.
  11. Composes and prepares reports, spreadsheets, graphs, maintains databases, and other printed materials as required.
  12. Helps maintain office inventory, orders supplies and completes purchase orders.
  13. Operates general office equipment. Operates postage meter machine and processes all mail. Compiles bulk mailings, as needed.
  14. Schedules meetings for the Executive Director and/or staff as required.
  15. Performs other related duties as assigned.

NC Pre-Kindergarten:

1. Fields calls and walk-ins regarding general inquiries about the NC Pre-K program from parents and the community.
2. Assists with the general coordination of the program as needed and works with the NC Pre-K Coordinator and the NC Pre-K Committee.
3. Performs other related duties as assigned.

Child Care Resource and Referral (CCR&R):

1. Under the direction of the Child Care Resource and Referral Coordinator has the following duties in the Resource Library:
  - a. Assists library patrons with any needed library services (i.e.: lamination, die cuts, resource check-out and check-in, fees collection, etc.).

- b. Tracks and bills child care programs through quarterly statements regarding any incurred fees;
  - c. Monthly determines overdue items and pursues their recovery.
  - d. Keeps library organized and free from clutter and trash. Coordinates quarterly clean-up day, which may also be used to purge obsolete materials and determine the need for new materials.
  - e. Maintains and updates data base of available resources housed in the library;
  - f. Monitors supply of lamination film, orders when low and installs upon delivery.
2. Assists with CCR&R trainings and workshops by planning and purchasing meals and refreshments, assists with registration and may as needed, facilitate meetings.
  3. Works with the CCR&R Coordinator to identify needed Early Childhood Education textbooks, creates purchase orders, places orders and then coordinates the check-out and return of the books. Ensures books are returned timely and in good shape.
  4. Performs other related duties as assigned.

Literacy Coordinator:

1. Acts as the literacy coordinator of Dolly Parton's Imagination Library.
  - a. Registers children and maintains databases.
  - b. Works with Finance Manager to ensure payments are accurate.
2. Coordinates Reach Out and Read program:
  - a. Provides oversight of ROR program in Stokes County by working with medical care practices to assure active participation, collect data, and promote model fidelity.
  - b. Assist participating medical practices to establish and update ongoing literacy-rich environments in waiting room.
  - c. Select culturally and developmentally appropriate book titles to order, inventory, and deliver to medical practice for distribution during well child visits. Assist with collecting evaluation data from medical practices regularly.
  - d. Attend regional and/or statewide meetings for NCPC and ROR Carolinas as needed.
  - e. Ensure compliance with NCPC and ROR Carolinas for project evaluation and reporting.

General:

1. Helps maintain contact database for agency newsletter.
2. Assists in putting together School Readiness Kits and assists in the tracking of distribution.
3. Updates job knowledge by participating in educational opportunities and reading professional publications and other pertinent sources of information including NCPC's SmartNet website.
4. Is responsible to help meet agency cash and in-kind match requirement; participates in agency fund development activities, including writing grants and general fundraising, including the annual BBQ for Books with a Side of Bluegrass.

5. Helps plan SPC activities and participates in community events.
6. Adheres to the organization's code of ethics and complies with the confidentiality requirements.
7. Performs other related duties as assigned.

**Physical Requirements of the position:**

1. Ability to sit in meetings for long periods of time.
2. Ability to transcribe and/or take dictation, notes and minutes.
3. Ability to work effectively using program management and other tools on a personal computer for long periods of time.
4. Moderate to high stress.
5. Maintains flexible work schedule to meet the various demands of executive management.
6. Conveys a professional and positive image and attitude regarding the organization.
7. Demonstrates a commitment to continued professional growth and development.

**Additional Requirements:**

1. Criminal record check
2. Drug Screening
3. Requires a valid driver's license and access to an automobile.