



**Childcare Resources of Indian River
Administrative Assistant**

Reports To: Director of Outreach and Program Services
Non-Exempt Employee, Part-Time, Hourly

The Administrative Assistant's duties and responsibilities include providing administrative support to ensure the efficient operation of the administrative office for Childcare Resources of Indian River and the Outreach Department. This position will support the Outreach department and other Childcare Resources Directors and other staff through a variety of tasks related to the operations of the organization.

Essential Job Functions:

General Administrative

- Answer and direct incoming phone calls.
- Greet and direct visitors and make them feel welcome, both in person and over the phone.
- Maintain Childcare Resources organizational/conference room calendar.
- Order office supplies, track the office supply budget, and monitor the organization of the office supply closet.
- Organize and copy the Monday morning agenda for team meetings.
- Copying and organizing materials for meetings, as requested.
- Attend team meetings and other meetings as directed.
- Maintain the office supplies and office supply closet organization.
- Manage Zoom meetings for administrative staff.
- Pick up and distribute orders and order deliveries as needed.
- Scan and electronically file appropriate documents as requested.
- General upkeep of the administrative wing. i.e., floors, bathroom, kitchen, and conference room.
- General administrative duties assigned such as filing, copying, scanning, and more as assigned.

Outreach

- Assist with special events tasks such as mailings, errands, and attendee tracking.
- Coordinate the annual holiday program by tracking program participants and donors.
- Track the budget for grants as directed by the Director of Outreach and Program Services.
- General assistance with all Outreach and program services as assigned.

Knowledge, Skills, and Abilities

- Self-motivated, highly organized, and detail-oriented.
- Communicate accurately and clearly both orally and in writing, in a pleasant telephone manner.
- Experience in Microsoft Office Suite – specifically Word and Excel.
- Knowledge of office systems and procedures.
- Maintain a high level of confidentiality with all departments of Childcare Resources.

Minimum Qualifications

- Ability to read and write English.
- Minimum of a high school diploma, Associates Degree preferred.
- Three years of administrative experience preferred.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I acknowledge I have received and accept the above-listed job description for Administrative Assistant for Childcare Resources of Indian River.

Employee: _____ Date: _____

Director of Program Services/Outreach: _____ Date: _____

Director of Finance and Human Resources: _____ Date: _____

Executive Director: _____ Date: _____