



Wild Plum Center For Young Children and Families Job Description

Position: Administrative Assistant

FLSA Status: Non-exempt

Hours Worked: Varied –

40 hour positions 7:30-4:30 Mon-Thur, Friday 7:30-2:00

20 hour positions either 7:30-11:30 or 12:00-4:00

Approved On: 1/20/2010

POSITION SUMMARY AND DEFINITION

The administrative assistant provides general office and clerical support to assist with the efficient operation of the organization. In addition to general office work, the position provides specific supports in the areas of enrollment, finance, facilities, development, parent services, and health. The administrative assistant ensures full compliance with rules, regulations, and performance standards in applicable administrative areas.

REPORTING RELATIONSHIPS

Supervision Received: Direct supervision provided by the Site Director

Supervision Exercised: None

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.

General Duties

- Perform front desk customer service responsibilities including answering phones, working with customers and assisting parents
- Provides office support for Site Director and site staff
- Coordinates facility safety, maintenance, and inventory in conjunction with Site Director
- Produce documents using a variety of software
- Compose original correspondence and written responses upon request and review of other staff members
- Enter data into computer systems or databases with a high level of accuracy

- Maintain office filing and records systems including confidential and human resources information in electronic and paper format as well as records disposal according to identified schedule
- Assist with administrative tasks as required by management teams
- Monitor daily CCAP sign in and out system to ensure process is completed accurately on a daily basis by parents
- Coordinate corrections to CCAP system as needed

Site Specific Duties

- Provide program-wide translation and interpretation of program information and requirements from English into Spanish, in person and in writing, for applicants and staff (required only for bilingual positions) – Powell and FUMC sites
- Assist with enrollment process during peak enrollment period - Powell
- Provide support to finance department through distribution of paychecks and tracking of parent volunteer time – Powell
- Coordinate all standard purchasing for the program - Powell
- Assist with start of the year and end of the year preparations for staff – Powell
- Ensure program vehicles are maintained according to schedule – Powell
- Provide support to community partnership department through development and distribution of newsletters and creation of thank you notes to donors – FUMC
- Complete required program-wide copying, printing and flyer creation/distribution including parent calendars and menus - FUMC
- Monitor and post social media information – FUMC
- Update and maintain website – FUMC
- Create monthly report to Board of Directors and Policy Council - FUMC
- Maintain facility schedules and place requests for use of space with appropriate facility manager - Meeker
- Set up staff access to programs such as GOLD and PROMIS – Meeker and Longs Peak
- Coordinate internal events such as staff training, recognition events, Policy Council and Board meetings, parent trainings, childcare for parent meetings and student pictures – Meeker
- Enter health data for all program children in PROMIS and alert Health Director of any concerns – Longs Peak
- Enter all start up of the school year data for enrolled students in PROMIS such as emergency contacts and consents for services – Longs Peak

ADDITIONAL DUTIES

- Maintain confidentiality and standards of conduct according to policy
- Safeguard the assets of the organization
- Perform related duties as assigned
- Excellent communication, both verbal and written

- Detail oriented with exceptional organizational skills demonstrated by the ability to prioritize and manage multiple tasks effectively and quickly
- Be honest, reliable and dependable
- Attend mandated trainings and meetings
- Work as a team member with all staff and maintain a positive work ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience: Any combination of education and experience equivalent to a high school diploma and at least 2 year experience in an administrative role required. Must have demonstrated proficiencies with data entry, computer programs, telephone systems and other office equipment.

Special Qualifications: Proof of physical exam, TB test and required background checks must be completed. Bilingual skills in English and Spanish, written, verbal, and reading required for some positions and is preferred for others. Applicant must have a valid driver's license and use of a reliable automobile.

The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.