Martha’s Vineyard Community Services, Inc.

Administrative Assistant ECP

Job Description

JOB SUMMARY:

To assist the Program Director in overall management of the Early Childhood Programs

ESSENTIAL FUNCTIONS:

1. Responsible for general administrative duties and tasks including the following: answer, screen and transfer inbound calls; greet visitors and provide information about programs offered; coordinate maintenance of office equipment; maintain office supply inventories; respond to requests for information and data; prepare purchase requests for Program Director review and signature; reconcile credit card statement for Program Director review and signature.
2. Responsible for all tasks associated with billing and reporting for parent fees; state, federal and local contracts; and grants as assigned by the Program Director.
3. Prepare deposits and apply payments to individual records.
4. Coordinate and facilitate Child Care Financial Assistance (CCFA) eligibility and reassessment meetings with families. Outline and collect documentation required, determine eligibility and create placements in the CCFA system.
5. Collect and review applications and determine eligibility for the Child and Adult Care Food Program (CACFP).
6. Maintain children’s records, including physicals, immunizations and all required parent forms within the Procare system.
7. Maintain Central Injury Log and review monthly with Program Coordinator.
8. Schedule and facilitate monthly fire drills. Review notes with Program Coordinator.
9. Attend off-island trainings and participate in webinars as required by contracts.
10. Complete other duties as assigned.

EDUCATION AND EXPERIENCE:

- Computer literacy and knowledge of relevant software
- Knowledge of operation of standard office equipment
- Knowledge of principles and practices of office management

KEY COMPETENCIES:

- Strong written and verbal communication skills
- Problem assessment and problem solving skills
- Flexibility and adaptability
- Nonjudgmental
• Culturally sensitive and responsive
• Team-oriented
• Warm and welcoming

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.