

River Valley Child Development Services

A leader in providing high-quality early childhood care and education services for children, families, and communities

Job Description

Position:	Administrative Assistant – Major Grant
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FSLA Classification:	Non-exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Provide administrative support services for WVECTCR
Educational Requirements:	Associate degree from an accredited college in business, or related field
Experiential Requirements:	Two (2) years of relevant experience preferred
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Required
Additional Required Certifications, Tests, Licenses:	N/A

Capabilities and Skills

Work independently and collaboratively in team environments while maintaining high level of confidentiality.

Reliable, responsible, and dependable.

Effective time management and attention to detail.

Work effectively within a diverse environment.

Demonstrates conflict management skills.

Engage effectively with the public and community.

Provide professional customer service.

Possess excellent verbal and written communication skills.

Revised: 5/4/2018 BNH

Effective: 7/1/2018

Possess excellent computer skills, including, but not limited to, Microsoft Office.

Knowledge of or demonstrated ability to learn office technology and machinery.

Able to perform tasks with speed and accuracy.

Able to lift various items: boxes, paper, supplies, etc.

Able to travel occasionally; may require need for flexible scheduling, including occasional evening, weekend, and/or overnight hours. Have access to dependable transportation and personal credit card.

Must have an acceptable Criminal Investigation Background (CIB) check. May require Child Protective Services (CPS) check.

Must be eligible to meet requirements of the WV STARS career pathway.

Essential Responsibilities

Agency

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

Program

Make a positive, professional first impression on customers.

Handle incoming telephone calls and route calls to appropriate staff.

Oversee phone system changes and updates for WVECTCR, as needed.

Order, stock and inventory supplies.

Prepare copied materials, according to specific guidelines, for program activities.

Prepare program mailings: copying, sorting, folding, labeling, weighing, and using automated mailing system.

Obtain quotes for and coordinate bulk mailing using an outside vendor.

Prepare/type documents, correspondence, etc. when required.

Scan and electronically file program documentation, as requested.

Update program databases, as needed.

Prepare purchases, requisitions, and packing slips, following RVCDS procurement policies and procedures.

Prepare deposits from program products and activities.

Provide support, as needed, to WV STARS staff with processing and filing of paperwork.

Perform additional administrative support responsibilities for all WVECTCR programs, as requested.

Assist with preparations and event details for conferences, training, and other work plan projects including, but not limited to: ACDS Instructor's Academy, Camp Gizmo, Celebrating Connections, Great Beginnings, and other various trainings.

Purchase and distribute WV Infant/Toddler Professional Development Program for Caregivers (WVIT) training materials to CCR&Rs, as needed.

Receive and process Early Childhood Training and Technical Assistance Grant applications and Grant Summary Reports, following WVECTCR procedures, if needed.

Assist with the tracking and reconciliation of grant sub-award purchase charts, receipts, packing slips, ensuring RVCDS procurement policies and procedures, as well as WVECTCR procedures, are being followed, if needed.

Receive and process Mind in the Making applications; assemble and distribute Mind in the Making instruction manuals accordingly.

Convert WVECTCR program documents to PDF fillable forms.

Prepare and submit monthly statistical report to the WVECTCR Assistant Statewide Director and quarterly report to the WVECTCR Statewide Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the WVECTCR Assistant Statewide Director and WVECTCR Statewide Director.

Attend, take meeting minutes, and participate in monthly WVECTCR staff meetings. Distribute staff meeting minutes within one week following the staff meeting.

Attend and participate in quarterly meetings with WVECTCR Assistant Statewide Director.

Attend and participate on committees as assigned by supervisor.

Any other duties as assigned by the RVCDS Executive Director, WVECTCR Statewide Director, WVECTCR Assistant Statewide Director.

Employee Signature

Printed Name

Date