

# River Valley Child Development Services

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

## Job Description

<b>Position:</b>	Administrative Assistant – Major Grant
<b>Program:</b>	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, RVCDS Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Provide administrative support services for WVECTCR
<b>Educational Requirements:</b>	Associate degree from an accredited college in business, or related field
<b>Experiential Requirements:</b>	Two (2) years of relevant experience preferred
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	N/A
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### **Essential Capabilities and Skills**

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize critical thinking and project planning, implementation and evaluation skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### **Other Capabilities and Skills**

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management and pay close attention to detail.

Revised: 5/24/2021

Effective: 7/1/2022

Possesses knowledge of or demonstrates the ability to learn office technology and machinery.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to foster collaborative relationships.

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

Able to meet requirements of the WV STARS career pathway.

### **Agency Expectations**

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.

### **Essential Duties**

#### **Program**

Handle incoming telephone calls and route calls to appropriate staff.

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.

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

Prepare deposits from program products and activities.

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

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

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

**Other Duties**

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

Update program databases, as needed.

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

Convert WVECTCR program documents to PDF fillable forms.

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

Attend and participate on committees as assigned by the WVECTCR Assistant Statewide Director, WVECTCR Statewide Director, and/or RVCDS Executive 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 and participate in quarterly meetings with the WVECTCR Assistant Statewide Director.

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

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**Employee Signature**

**Printed Name**

**Date**