

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 – COVID Relief
Program:	West Virginia Early Childhood Training Connections and Resources (WVECTCR)
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Non-exempt
RVCDS Classification:	Part-time 28-30 hours per week
Provisional Employment Period:	90 days
Position(s) Accountable To:	WVECTCR Statewide Director and RVCDS Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Provide administrative support services for WVECTCR in regards to the COVID Relief Supplemental Funds
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:	N/A
Travel Requirements:	N/A
Pre-Employment Requirements:	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.

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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.

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

Utilize and comply with all WVECTCR sub-grant award policies and procedures.

Assist with creating, reviewing and revising sub-grant application, award, and reporting documentation.

Assist with receiving and processing all sub-grant applications and documentation.

Assist with maintaining a system for tracking all sub-grant applicants, recipients, compliance, etc.

Assist with the distribution of COVID Relief funds for retention payments and grant awards following all policies and procedures including, but not limited to: creating and submitting requisitions including required documentation, mailing of checks, etc.

Work collaboratively with RVCDS Administration to assist in facilitating the distribution of the COVID relief funds.

Provide support to providers receiving COVID Relief funds to ensure compliance with funding requirements.

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

Scan and electronically file program documentation, as requested.

Other Duties

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 monthly WVECTCR staff meetings.

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

Employee Signature

Printed Name

Date