



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	ECS Administrative Assistant	FLSA Status	Non-Exempt
Program/Department	Early Childhood Services	Supervisory Responsibilities	No
Reports To	ECS Operations Director		
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.	CEO Approval Date	1/2020
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The ECS Administrative Assistant will initiate and coordinate the administrative functions necessary to run an organization efficiently while implementing administrative policies and procedures according to Head Start Performance standards and other regulating entities.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL FUNCTIONS			
<p>The ideal candidate will have immaculate attention to detail along with a drive to effect positive change by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Assisting in coordinating the activities involved in program planning, goals and objectives. • Overseeing implementation of effective and efficient office management systems. • Being responsible for compiling and organizing information for use by the administrative staff in the completion of reports and special projects. • Performing daily clerical duties, including answering and screening telephone calls, taking messages, copying and collating, and scheduling, setting up and attending meetings as assigned, taking/transcribing minutes. • Assisting in the coordination between all program service teams in order to meet federal and local goals and objectives in a timely manner. 			

- Working on assignments that are moderately complex in nature where judgment and analysis are required in resolving problems and making recommendations. Ensuring that all details of a task are completed thoroughly.

OTHER DUTIES

- Provide support for any other duties needed in keeping with our mission, vision and values.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	AA/AS in business or related field.	Bachelor’s degree
Experience	Prior experience with office/general administration.	Effective experience working with at-risk families.
Skills and knowledge	<p>Understanding of Head Start Performance Standards and state and local childcare licensing requirements.</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software and office equipment.</p> <p>Good organizational and time management skills.</p>	Previous knowledge and understanding of Child Plus
Abilities	<p>Must work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Local travel required and must have valid Oklahoma driver’s license and insurance as required by the position.</p>	Bilingual Spanish/English speaking

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUNBEAM’S CORE VALUES

<u>Champion Spirit</u>	<u>Servant Heart</u>	<u>Sunny Attitude</u>
We work like a champion every day: paying attention to details and performing with excellence	We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done	We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.