

Administrative Assistant

Small Faces Child Development Center

\$16.55-20.00/hr, 30 hours per week

Job Summary

Small Faces is searching for a team member to join our administrative team, which is focused on making sure that our child care center is living up to its mission, vision, and values on behalf of the 150+ families in our community.

This is a 30 hour a week position. Hours are somewhat flexible within the hours of 7 AM to 6 PM Monday through Friday.

The Administrative Assistant will be part of administrative team, which includes the Executive Director, The Assistant Director of Enrollment, the Assistant Director of Programming, the Program Supervisor, and the Substitute Coordinator. This position reports directly to the Executive Director.

The Administrative Assistant will create and maintain administrative systems and routines for Small Faces, as well as provide administrative support for the executive director and the Crown Hill Community Center. The Administrative Assistant will be the point person for Crown Hill Center rentals, will do light bookkeeping and accounting (including payroll support), will maintain communication with the larger Small Faces and Crown Hill Center community, and maintain smooth daily operation of the school office.

Minimum Qualifications

1. An AA and two years administrative experience, or an equivalent combination of education and experience.
2. Current CPR/1st Aid and Bloodborne Pathogen certification, as well a clear background check through the Washington State Department of Children, Youth, and Families.
3. Familiarity with Google Suite/Google Drive, database management, and basic computer use
4. Excellent written and spoken communication skills
5. Ability to arrive on time and work independently
6. Ability to maintain confidentiality of staff, families, and around sensitive information such as payroll issues
7. Ability to work occasional evenings and weekends
8. Commitment to working with diverse individuals, groups, and communities.

Additional Skills and Qualifications Preferred

- B.A.in Business, Accounting, or other related field.
- Familiarity with non-profit administration procedures
- Experience in bookkeeping/accounting
- Experience in payroll
- Experience maintaining filing systems
- Experience in grant writing, auction support, and/or fundraising

Responsibilities

Office and Executive Support

- Manages overall office organization and functionality, including ordering office supplies and equipment
- Point Person for Crown Hill Community Center rentals and coordinates electronic calendars as necessary
- Provides technical support to staff for office machines including copier
- Provides ongoing administrative support to Executive Director
- Maintains agency records of staff and families as needed
- Manages social media and monthly newsletter for Small Faces
- Light accounting and bookkeeping, including payroll support
- Tracks and maintains payroll increases and staff funding for training
- Answers telephone, responds to requests for information, routes calls to appropriate team member, takes messages when necessary, checks voicemail.
- General office duties such as filing, faxing, and copying.
- Provides support for fundraising efforts
- Maintains vendor contracts including copy machine
- Maintains records for emergency supplies; checks and maintains travel first aid kits and office grab-and-go bag quarterly

Legal, Licensing and School Policy Compliance

- Help ensure compliance with all requirements in a timely manner.
- File all required forms.
- Be aware of policies and procedures to ensure that they are in line with mission and vision.
- Collaborate with administrative team to create and revise policies

Communication

- Create effective communication processes and procedures.
- Interact with parents to ensure a positive relationship as needed
- Share important information with administration
- Communicates clearly with public via telephone
- Attend and follow up on action items from staff meetings.