

SHASTA HEAD START CHILD DEVELOPMENT, INC

Executive Assistant

Supervisor: Executive Director

Classification: Non-Exempt

Mission

Shasta Head Start is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

To provide support services for the Executive Director, Operations Director, Program Director, and management team.

Essential Duties and Responsibilities

- Assist the Executive Director in preparing and coordinating meetings of the Policy Council and Board of Directors. Produce agendas, minutes, orientation material, and all related documents. Maintain roster, files, agendas, minutes, governance calendar, meeting dates, and keep a clear historical record of governance activities. Contact Board of Directors and Policy Council members to remind them of meetings and other activities. Interact with the members of Policy Council and Board of Director in a respectful and helpful manner.
- Produce, organize, compile, and store a variety of agency documents including grants, contracts, agendas, minutes, flyers, and calendars. Establish and maintain the electronic filing system for administrative documents.
- Assist the Executive Director in coordinating the activities involved in community assessment, self-assessment, program planning, and yearly monitoring outcomes. Compile and maintain accurate records of these activities.
- Arrange travel reservations as needed for staff as well as compiling and maintaining accurate records.
- Coordinate events such as the all-staff meetings, cluster meetings, Policy Council Orientation, end of the year celebration, and other events as needed.
- Promote and maintain a social media presence. Oversee content of the agency website, Facebook, Instagram, YouTube, and any other agency social media channels.
- Coordinate marketing material and advertisements.
- Maintain and edit Standard Operation Procedures website.
- Assist leadership team as needed.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements
- Be honest, reliable, and dependable
- Respect and maintain rights and privacy of all staff, parents, and children
- Attend mandated trainings and meetings and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret grant applications
- Skilled in the use of computer applications (Microsoft Office Suite, Adobe PDF, file sharing applications)
- Excellent reading, writing, comprehension, and editing skills
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to speak effectively before groups and staff and present information to top management and/or boards of directors

8/10/2023

- Ability to use basic math skills and to compute rate, ratio and percent; ability to draw and interpret bar graphs
- Ability to solve practical problems with information available
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to organize and manage time effectively, and to work independently
- Strong interpersonal skills, including the ability to collaborate with various departments and individuals

Education/Training and Experience

Minimum

Associates Degree in Business or related field and 2 years' experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date

Supervisor's Title