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**Position Information: PROGRAM ADMINISTRATIVE ASSISTANT**

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**Supervised by:** Family Engagement Director

**Supervises:** Does not supervise others

**Salary:** Coordinator III

**Classification:** Non-Exempt

**Terms of Employment:** Regular-Full Time

**Job Goal:**

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To assist the Education & Disabilities Director, Health & Nutrition Director, and Family Engagement Director in office procedures and other daily operational tasks and to coordinate with managers to call substitutes for classroom and kitchen coverage.

**Essential Responsibilities:**

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- Assist Component Directors with clerical and content-related tasks as requested
  - Accurately and efficiently create, update, and input information into Excel documents for component related use
  - Assist with collecting and inputting component related data
  - Input child data into ChildPlus
  - Gather, count, sort, and distribute Health, Education, and ERSEA forms
- Type, reproduce, and distribute professional written materials promptly and accurately as requested
- Correspond with community partners in a professional manner
- Distribute information/materials to designated staff and/or partners in an efficient manner
- Coordinate with administrative direct service staff
- Maintain filing systems for components
  - Add new material to component file records, and create new records as necessary
  - Eliminate outdated or unnecessary materials, transferring them to inactive storage according to Head Start/Early Head Start guidelines and/or legal requirements
- Education Component Duties
  - Assisting with monitoring child attendance
  - Assisting with monitoring staff qualifications in regards to SPARK
- Health & Nutrition Component Duties
  - Attend and take minutes for Health Advisory Committee
  - Coordinate Summer Food Program activities
  - Provide clerical support for Health Grants (Soy Sano & OHP Assistance)
  - Assist with Nutrition Survey
  - Compiles and Distributes Health Education Materials
  - Assist With Wellness Day
- Family Engagement Component Duties
  - Assist in creating/updating recruiting and marketing materials for all programs
  - Assist in coordination of large enrollments
  - Process ERSEA paperwork
  - Attend recruiting/outreach events as needed
  - Assist with Parent Survey
  - Assist with updating forms and handbooks
- Substitute Coordination
  - Coordinate with managers to call substitutes for classroom and kitchen coverage
  - Coordinate Policy Council Child Care

- Ensures substitute information is up-to-date
- Works with HR Department to add and orient new substitutes
- Maintain a neat and orderly office
- Attend meetings as requested
  - Accurately take notes at assigned meetings and disburse efficiently

### **General Staff Responsibilities:**

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#### **Employees of UMCHS aspire to the following:**

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
  - Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
  - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

### **Education Requirements:**

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- High school diploma or equivalent

### **Experience and Skills Requirements:**

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- Secretarial experience
- Two years of data entry, word processing or related computer experience
- Strong knowledge of Microsoft Office and ease in adaptation to new technology
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Ability and desire to understand complicated software applications and their possibilities\limitations
- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; able to set priorities and manage time effectively
- The ability to work effectively with a wide variety of individuals and groups
- Bilingual preferred

### **Physical Requirements:**

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The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;

- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds  
*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

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Work is normally performed in a typical interior/office work environment.  
Job tasks are performed in close physical proximity to other people

### **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

### **Agency-Wide Requirements:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***