Position:

Program Administrative Assistant
OhioMeansJobs Post # 3482760

Job Description

**BASIC FUNCTION:**
Responsible for supporting the Senior Administrative Assistant with duties which may include gathering data, record keeping, completing reports, ordering and maintaining supplies. Responsible for providing front desk coverage and currier duties as needed.

**MAJOR RESPONSIBILITIES AND KEY TASKS:**
- Ordering and receiving supplies.
- Attend meetings and record, type, and submit meeting minutes.
- Schedule annual in-service training requirements to comply with performance standards and The Head Start Act.
- Provide clerical support as assigned.
- Assist with special projects/events; may include the processing of forms, creation of forms, and coordination of typed material.
- Maintain files and records, screen calls and visitors, screen mail and emails as necessary.

**Company/Location:**
Ashtabula County Community Action Agency / 4510 Main Ave. Ashtabula, OH. 44004

**Hours/Shift:**
Full-time / 1st shift / $10.50 - $11.00 per hour

**Prior to Hire Requirements:**
Background check, Drug Screen, Driver’s License

**Desired Skills:**

**EXPECTATIONS:**
- Must maintain confidentiality within and out of the program.
- Maintain professionalism at all times.
- Ability to work independently and in a team environment.
- Ability to communicate effectively and appropriately with others.
- Demonstrate leadership and ability to utilize reflective supervision.
- Flexibility when working with others.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

**ESSENTIAL JOB FUNCTIONS:**
- Interpret and implement Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations.
- Operate a computer and have the willingness to learn other software programs as necessary.

**ADDITIONAL REQUIREMENTS:**
- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Agree to review by the Bureau of Criminal Investigations and FBI.
- Perform duties as assigned.
- Pass initial and regular drug screenings.

**MINIMUM EDUCATION REQUIRED:**
Associate degree or Child Development Associate

**How to apply:**
Applicants may apply by submitting resume by mail to Tricia Knam:
Ashtabula County Community Action Agency
4510 Main St.
Ashtabula, OH. 44004

**Open:**
9/11/17

**Close:**
10/11/17

**Thank you and best of luck**
OhioMeansJobs Ashtabula County
Phone: 440-994-1234

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