Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: ECP Administrative and Data Specialist**

**Reports to: Early Childhood Programs Director**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with families and agency and community partners. Must be able to present MICA in a positive manner and maintain positive interaction with families and staff. Work and promote a team environment. This position performs a variety of administrative, technology, and data reporting related tasks in assisting early childhood program staff to implement program operations. Must be able to manage a number of tasks and projects simultaneously with little supervision. This position may perform regular duties at alternative worksites with permission of the Program Director.

**Essential Job Functions**

Build and maintain positive relationships with families, program, agency and community partners, and volunteers. General philosophical agreement with the agency mission, commit to the concept of diversity and inherent worth of every individual. Supervisor will provide guidance about specific tasks required of this position for completion on daily, monthly or quarterly cycles.

Compliance

* Order supplies and equipment, keeping in mind preferred vendors, starting relationships with new vendors as needed, and adhering to fiscal policies
* Complete general office functions: emails, phone calls, mailings, document creation
* Managing program accounts such as Google Suite, Adobe Pro, and Microsoft Office
* Serve as Program Administrator of online accounts
* Assist with special projects such as program wide reports, videos, and other presentations
* Preparing classroom materials for school year and annual preservice
* Complete filing/keep electronic records
* Support ECP Director and other program staff with electronic devices, databases, applications, and electronic programs
* Provide training to staff on new or ongoing technologies used by department
* Extract reports from program software or online accounts. Create reports from extracted data for multiple audiences (staff, Policy Council, Board of Directors, funders)
* Assist ECP staff with hardware and software questions and solutions
* Maintain program inventories
* Responsible for logistics and organization for Policy Council meetings
  + Develop agenda as directed by the executive committee and ECP Director
  + Set up rooms and/or virtual meetings
  + Prepare materials for meetings. Arrange for translated materials as needed
  + Prepare devices for each meeting
  + Order meals
  + Take minutes at meetings. Arrange for translation of minutes as needed
  + Keep all official records related to Policy Council

Develop skills and knowledge related to the position

* Must be able to learn and understand agency policies, regulations and guidelines as they apply to the performance of the job
* Must be able to learn and adhere to extensive number of Head Start Performance Standards, Department of Human Services child care licensing regulations, QRS standards and, as appropriate, NAEYC standards
* Attend all trainings and meetings as required
* Obtain a First Aid Certification and bi-annually thereafter
* Obtain CPR Certification and bi-annually thereafter

**Knowledge, Skills and Abilities**

* Able to read, write and speak the English language
* Understand the dynamics and issues of poverty
* Continue professional growth through meetings, in-service trainings and a variety of training mediums
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners
* Strong commitment to achieve results
* Must be able to maintain *strict* confidentiality
* Must be careful about detail and thorough in completing work tasks
* Excellent time management skills
* Able to communicate effectively in writing as appropriate for the needs of the audience
* Excellent problem solving skills
* Excellent computer skills and effective use and able to learn a variety of computing software, electronic devices, databases and strong knowledge of Microsoft Office

**Working Conditions (Essential physical, mental and emotional demands)**

*The 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.*

* This is a part-time non-exempt position typically a 20-hour week. Must be able to work assigned schedule. Occasional overtime required
* The physical environment requires the employee to work indoors in an office space that may or may not be shared
* The person in this position works under short deadlines and in a fast-paced environment
  + Work autonomously in carrying out instructions from others
* Required to problem solve with little instruction from others
* The person in this position frequently communicates with colleagues, parents and community partners, both one-on-one and in larger groups, in person or by phone. Must be able to exchange accurate information in these situations

1. This position requires driving about the MICA service area

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance
* The person in this position occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment
* Must have a pre-employment physical examination which includes a TB assessment, and every two years thereafter, to prove ability to perform work duties
* Frequent operation of a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet

**Education and Experience**

**Required:** High school diploma or equivalent

**Preferred:**

* 2-year degree in office management, technology, or closely related field
* Previous experience working in an office setting
* Knowledge of early childhood programs
* Bilingual skills (English/Spanish)

**Candidates offered the position must meet the following criteria**

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards
2. Successful completion of all background checks at hire and thereafter according to agency and program standards
3. Successful completion of a credit check, where applicable, at hire and thereafter according to agency and program standards

**Other Duties**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Early Childhood | Management? (Yes/No) | No |
| Generic title | Administrative Assistant | FLSA Status | Hourly/Non-exempt |
| Band | 5 | Last revised | August 2021 |
| EEO 1 Category 6 | Administrative Support Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

Signature of Employee Date