

**Children & Youth Partnership for Dare County
Job Description
Administrative/Program Assistant**

Position Summary: The Administrative/Program Assistant position assists the Executive Director and the program staff. This position reports to the Executive Director.

Fair Labor Standard Act: Non-Exempt, Full-time (37.5 hours/week)

General Office Responsibilities:

- Welcome CYP Center visitors and maintain sign-in sheet.
- Answer phone and relay messages to appropriate staff.
- Prepare RIPRs for processing and payment.
- Prepare Purchase Orders and fax/order supplies once approved.
- Submit check run to MAC site when ready.
- Get checks/documents signed by appropriate Board members.
- Maintain monthly cash log and deposit checks as necessary.
- Open, date and distribute mail. Process bills and invoices received.
- Handle Petty Cash and reimbursements and initiate reconciliation.
- Reconcile monthly cash log and mail to MAC site.
- Type letters, memos and perform tasks assigned by the Executive Director.
- Keep files up to date.
- Keep fixed assets list current.
- Do inventory of supplies and equipment at end of fiscal year.
- Maintain facilities use schedule.
- Coordinate orientation of new employees.
- Maintain eTapestry database of donors and potential donors. Enter Smart Start Program Match.
- Maintain Children & Youth Partnership website in collaboration with other staff, updating pages with current information.
- Coordinate Center maintenance, including cleaning, grounds, and repairs.
- Coordinate schedule for office coverage during business hours.

Board Responsibilities:

- Arrange meeting space for Board of Directors' meetings – prepare packets for meetings, set up meeting space prior to meeting, and take minutes.
- Prepare for and attend Executive Committee and State of the Child meetings; take minutes.
- Type meeting minutes and have signed by appropriate Board member.
- Keep directory of Board members current.
- Maintain up to date bank resolutions,
- Maintain and keep Board/Executive Committee minutes books current.
- Compile and email Board packages to members.
- Prepare for miscellaneous committee meetings and attend if necessary.
- Maintain database of Board attendance and giving.

Event Planning Responsibilities:

- Email KidsFest exhibitors and maintain communications with exhibitors for the event.
- Maintain materials for outreach events and coordinate staff outreach schedules.
- Assist with publicity for events.
- Maintain registration for meetings and events.

- Maintain volunteer sign-ups for events.
- Maintain room reservations and assist with set-up for meetings.
- Place food orders as needed.
- Assist with off-site logistics for events and meetings as needed.
- Develop and maintain a template with timelines to coordinate event and meeting activities.

Play & Learn Library:

- Maintain a book with library kit inventory.
- Maintain and update library check out sheet as required.
- Market Play & Learn Library to parents.
- Maintain status of library kits and call when kits are overdue.
- Work with others to keep library kits clean and in good order.

Other Program Responsibilities:

- Be familiar with all CYP programs in order to share accurate information with the public.
- Assist staff in organizational matters and other ways as needed.
- Compile data from program surveys.
- Assist with program publicity and mailings.
- Coordinate collaborative calendars of relevant activities.

Job Requirements:

Education and Experience:

Two years college or a combination of at least two years education and experience past high school.

Coursework and experience in business related field or communications.

Prior administrative assistant experience preferred.

General:

Excellent organizational skills.

Knowledgeable about Voice Over the Internet (VOI) Phone Systems.

Knowledgeable in using Microsoft Office Suite Software, especially Word, Excel, and Publisher.

Knowledgeable in using various web-site software.

Knowledgeable in using Google Suite (Gmail, Google Drive, Google Calendar, etc.).

Strong written communication skills.

Professional demeanor.

Team player.