

**Job Summary:**

To perform a wide variety of general and special duties and to assist in any of several areas of administration. Receive general supervision from the Executive Assistant or higher-level management.

**Essential Functions:**

- Coordinate and dissemination of work for clerical staff.
- Schedule, track and reconcile training for staff.
- Perform a wide variety of typing, keyboarding, specialized and/or general clerical duties.
- Undertake and complete a variety of office assistance projects requiring minimal supervision.
- Plan work according to production schedules and suggest minor changes to procedures to correct operational problems.
- Perform a variety of supportive office functions including receiving, sorting, and distributing incoming and outgoing correspondence and phone calls.
- Translate documents from English to Spanish and from Spanish to English (i.e. forms, letters, memoranda, Policy & Procedure manuals, etc.).
- Update materials, policies, and State & Federal contracts.
- Perform simultaneous verbal translations during parent and community meetings.
- Takes/transcribes minutes of meetings for the purpose of maintaining accurate records and information, and when appropriate, compliance with open meeting laws.
- Assist in maintaining office equipment and supplies.
- Maintain data files.
- Assist in processing administrative reports.
- Inventory supplies, place and process purchase orders with vendors.
- Be responsible for reserving, setting up and breaking down prescheduled venues, including technical equipment (laptops/projectors) and food services.

**Knowledge and/or Abilities:**

- **Abilities to:**
  - Participate
  - Communicate clearly, concisely, and professionally, both verbally and in writing.
  - Provide courteous service and support to internal and external customers.
  - Work independently, and collaboratively to define and set priorities.
  - Proficient in computer literacy skills
  - Prepare a variety of letters, emails, reports, documents, and procedures.
  - Use computer software programs, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and other data management programs.
  - Recognize and maintain confidentiality.
- **Knowledge of:**
  - Alphabetical, numerical, and non-numerical filing systems and procedures
  - Report and form design.
  - Production methods.
  - Basic math.
  - Personal computers, automated systems, equipment, software programs, and applications.

**Working Conditions and Physical Abilities:** All sites within the region including office, preschool, private home; Frequent travel using personal vehicle for work related activities; Moderate noise level; Sitting and standing for extended periods of time; Regularly lift and move up to 25 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching

**Education and Experience Required:**

- Possession of an Associates of Arts Degree AND three (3) years of experience performing duties comparable to those of an Administrative Aide I,  
OR  
Possession of a high school equivalent AND five (5) years of experience performing duties comparable to those of an Administrative Aide.
- Experience in a childcare or early childhood education setting is desired.
- Bilingual in Spanish is necessary, including speaking, reading and writing at a fluent level.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.