



Head Start Job Description

Title: Administrative Assistant

Qualifications: Associates Degree or equivalent experience in office administration. Excellent oral and written communication skills. Detail oriented and the ability maintain an effective record-keeping system. Experience with Microsoft 365, WORD, EXCEL, and POWERPOINT. Ability to manage database systems. Must pass Criminal Background Check and Child Protective Service registry. Must have and maintain valid Driver's License and satisfactory driving record. Must be willing to travel locally and overnight.

Reports To: Head Start Director

Coordinates with: Leadership Team

Duties and Responsibilities:

- Assist the Head Start Director by reading, researching, and routing correspondences, letters, and program documents.
- Maintain Head Start Director's calendar by planning and scheduling meetings, conferences, teleconferences, and travel.
- Coordinate meeting space and prepare documents as requested by Head Start Director.
- Maintain an effective record-keeping system in accordance with HRCAP, local, state and federal regulations.
- Assist with Policy Council responsibilities; logistics, meals, correspondence, rosters, etc.
- Monitor and Track personnel requirements including evaluations, physicals, TB test, and FMLA.

- Enter and maintain personnel data into the Child Plus data management systems.
- Generate reports for on-going monitoring as requested by Head Start Director.
- Assist in front office management and coverage.
- Ensure that child and family data and Personal Identifiable Information (PII) is kept confidential according policies and procedures.
- Provide services to all eligible customers without regard to race, sex, color, religion, national origin, disability or sexual orientation.
- Other duties as assigned by the Head Start Director to ensure that high quality program services are carried out in accordance to HRCAP, local, state, and federal regulations.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email your resume to hrcapresume@hrcapinc.org

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