

***Administrative Assistant, Early Childhood Center (ECC).***

We seek an experienced Administrative Assistant to support the ECC management, staff, parents and students. The position is full-time and reports to the ECC Office Manager. You will perform a variety of administrative and clerical functions in the day-to-day functioning of the ECC office. Compensation includes base pay and benefits.

**Primary responsibilities include:**

- Collaborating with the Office Manager in supporting the administrative functions of the ECC.
- Assisting in the day-to-day operations of the office including answering phone calls, responding to e-mails, preparing flyers and mailings, maintaining student files, collecting required forms for registration, ordering supplies and other items needed for the classroom.
- Responding to preschool inquiries
- Organizing ECC substitute teachers and supporting the work of the Early Childhood Parent Committee.

**Qualified candidates will possess the following:**

- Proficiency in computer skills, including Microsoft Word, Excel, Power Point and Publisher
- Love and respect for children
- Strong communication and interpersonal skills
- Strong organizational skills
- Team oriented

To apply, e-mail résumé, cover letter and salary requirements to [jobs@benderjccgw.org](mailto:jobs@benderjccgw.org) and include the job title in the subject line.