



## **Position Available: Administrative Assistant**

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Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

### **POSITION DESCRIPTION AND JOB FUNCTIONS**

Jack & Jill Center's Early Education Program provides quality, year-round early childhood education focusing on enabling children to grow emotionally, physically, and socially in a safe, caring environment using age-appropriate methods for cognitive growth. The Center is open year-round, Monday through Friday, and serves children who are six weeks to five years old. The Administrative Assistant will be responsible for providing administrative support to ensure the smooth operation of the Early Education Program as well as:

- **Customer Service**
  - Provide exceptional customer service to parent's visitors, and program participants.
  - Answer inquiries, provide information, and address concerns in a friendly and professional manner.
  - Maintain good working relationships with staff, parents, donors, funders and vendors.
  - Maintain confidentiality at all times.
  - Maintain record of and distribute calls and/or messages in a courteous and timely manner.
- **Visitor and Volunteer Management**
  - Monitor front door and greet visitors in a courteous and professional manner.
  - Coordinate and manage the registration, sign-in/out process, and activities for program visitors and volunteers.
  - Coordinate volunteers and support services, scheduling, and documentation as needed.
- **Safety**
  - Assist in implementing safety procedures and protocols to ensure the well-being of children, staff, and visitors.
  - Conduct regular safety checks and report any concerns or incidents to the school leaders.
  - Follow and enforce the Center's policies and procedures regarding Fire Drills.
- **Attendance Management**
  - Maintain accurate attendance records for children.
  - Monitor and track attendance patterns and follow up with parents and staff as necessary.
  - Ensure parents sign out students at the end of the day and reconcile daily attendance.
  - Record daily attendance in the school software program from manually completed attendance sheets.
  - Ensure that parents receive Incident and/or Health Concern forms promptly and acknowledge receipt successfully.

- Notify parents of a student's illness and the need to pick the child up; assist in watching the child until the parent arrives or communicate the plan to necessary staff.
  - Contact families daily to determine the reason for a student's absence and communicate promptly with school leaders about absences and any information provided by the family.
  - Obtain written documentation of all student absences to determine excused or unexcused status. Also, update the software and file all written documentation.
- **Enrollment**
    - Support in scheduling and giving school tours to potential new families.
    - Ensure all new families are registered on ProCare and maintain their account updated.
    - Collect shot records and doctor's notes and place them in the enrollment mailbox.
    - Print and ensure that parents sign monthly timecards.
    - Ensure that parents sign the monthly absences form.
- **Operation Support**
    - Maintain accurate attendance records of staff.
    - Prepare the daily teachers' schedule.
    - Order substitute teachers if needed.
    - Ensure substitute teachers sign in and out daily.
- **General Administrative Tasks**
    - Perform various administrative tasks including filing, data entry, scheduling appointments, preparing documents, and maintaining office supplies
    - Assist with event planning and coordination as needed.
    - Provide real-time scheduling support for school events, parent-teacher conferences, etc.
    - Ensure that the lobby and entrance area is clean at all times.
    - Generate reports, transcription of minutes from meetings, create presentations, and conduct basic research.
    - Order supplies as requested and approved.

### **MARGINAL JOB FUNCTIONS**

The Administrative Assistant is an essential part of early education program. Thus, they will be expected to perform the following job functions:

- Assist school leadership with additional administrative tasks, as needed.
- Perform other duties as assigned by the Assistant Director of Early Education.

### **POSITION REQUIREMENTS**

- Ability to anticipate needs and provide creative, imaginative solutions.
- Have a knowledge and understanding of child development and the needs of children.
- Be self-motivated to increase knowledge and skills by attending staff meetings, workshops, and reading literature related to the field of child development, early education, and interpersonal relationships.

- Excellent phone etiquette and strong written, presentation and in-person communication skills.
- Excellent interpersonal and communication skills.
- Detailed orientated, attention to detail and a strong passion for early education.
- Strong organizational and project management abilities.
- Strong working knowledge of Microsoft Excel, Word, and Google App.
- Strong working knowledge of ProCare Engage
- Ability to work cooperatively with colleagues and supervisory staff.
- Follow and enforce the Center’s policies and procedures at all times as listed in employee and parent handbooks.
- Prolonged periods of sitting at a desk or standing, and working on a computer.
- The job may require heavy lifting of 15 pounds or more.

**POSITION QUALIFICATIONS**

Candidates for the Administrative Assistant position should have:

- Associates degree; Bachelor’s degree preferred
- Must be certified in CPR/First Aid and required to keep certification current.
- DCF 45 hours required (60 days allowance period)
- Two years of experience as a receptionist or other relevant experience.
- A valid driver’s license and access to transportation and authorization to work in the USA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

**SPECIFICS**

Title: Administrative Assistant

Team: Early Education

Reports To: Assistant Director of Early Education

Pay: \$16.00 – 17.50 per hour

Classification: Full-time/Non-exempt

To apply, please submit an Employment Application by [clicking here](#).

Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance.