



Administrative Assistant (Executive and Health Care Services)

Summary:

The administrative assistant is responsible for providing key admin support to the senior team.

Major Responsibilities – Executive Director Assistance

- Provide general administrative assistance for Executive Director
- Clerical duties including database management, scheduling, copying, filing and other clerical support
- Research on early childhood public policy
- Search the internet and social media sites to identify early care and education trends, research and resources
- Draft public policy articles and alerts for the Council's social media outlets including website, electronic newsletters, Facebook, Twitter and LinkedIn
- Help design and implement surveys to gather data on Westchester's early care and education industry including supply, cost, staffing, services, etc.
- Analyze data and draft articles and reports suitable for internal use and/or public distribution
- Draft plan for utilization and promotion of Voter Voice including annual calendar
- Help plan and carry out voter education/registration campaign

Major Responsibilities - Health Care Consultant Services Assistance

- Provide general administrative assistance for Health Services Department.
- Properly and independently, use software programs, such as Access, CCFS, Health Care Consultant Database, Microsoft office, Survey Monkey, etc.
- Comprehensively maintain the accuracy of data and material by entering and updating the client/provider's data in the required databases; including but not limited to entering and updating the Health Care Consultant Agreements, Site Visits, activity logs, updating provider profiles and entering client data into referral database, etc.
- Create systems/procedures to manage data in databases to maintain accuracy and produce required results.
- Run regular accurate reports and communication documents from the required databases, occasionally assist with surveys and reports.
- Assist in the development and improvement of the overall departments' services, systems, standards, procedures and materials
- Coordinate outreach and marketing efforts for the department to expand utilization and increase awareness of the Council's Health Care Consultant Services.
- Assist with e-newsletters, constant contact, social media, etc. to provide educational resources and market related services to the community.



- Communicate with programs on service regarding meetings, site visits, requirements of plans, and follow up.
- Provide administrative support for trainings and events.

Job Requirements

- Strong communication and organization skills
- Ability to work independently
- Follow directions
- Ability to handle multiple tasks
- Prepare error free business letters
- File accurately
- Enter data accurately and efficiently in database
- High School Diploma required. Business program, some college preferred
- Compose well written emails
- Display very good customer service skills on phone and in person
- Strong computer skills including Excel, Databases, Outlook, Internet, etc
- Experience working with multi ethnic populations

Reports to: Executive Director and Director of Health Care Consultant Services

Classification: Non-Exempt, Part-Time- 25 hours a week with flexibility

Salary Grade: 3

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.