

PROFESSIONAL OPPORTUNITY ADMINISTRATIVE ASSISTANT

Heritage Community Initiatives is honored to celebrate our fourth decade of serving families in forty communities within Eastern Allegheny County through our Education, Transportation and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, provides nearly 8,000 rides each month for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services, which provides solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

Position Summary

Heritage 4 Kids Early Learning Center is licensed by the Department of Human Services (DHS), rated STAR 4 by Keystone STARS, and accredited by the National Association for the Education of Young Children (NAEYC). 4 Kids serves children 6 weeks through preschool. This professional must be passionate about the early care and education field. This professional must follow all DHS, STARS, and NAEYC regulations, guidelines, and procedures.

Heritage 4 Kids program hours are Monday – Friday from 7:30 AM – 5:30 PM. This is a regular, full-time opportunity with a robust benefits package.

The Administrative Assistant will be responsible for answering incoming calls and greeting customers at the door. The Administrative Assistant will support office management and perform clerical duties including typing, recording, filing, logging, data entry, ordering office supplies, other clerical duties and communicating with administration, parents and teaching staff.

Responsibilities

- Assist in recording daily attendance
- Answer incoming phone calls, take messages, and coordination communication between 4 Kids administration, teacher and families
- Disseminate and collect paper work for families
- Assist with fifteen-minute breaks for teaching staff and support classrooms as an aide on an as needed basis
- Update and implement various forms to help support organizational operations for administrative staff at 4 Kids
- Coordinate child files in accordance with regulatory agencies on a minimum quarterly basis
- Accept and record parent fees as well as complete daily deposit report
- Collect and keep documentation of incident reports, doctor's notes, and other paperwork as assigned

- Other duties as assigned

Qualifications and Skills

- Associates Degree in Business Administration or a High School Diploma or GED
- 2 years of administrative assistant experience in an office setting
- 2 years of experience working with children in a child care setting
- Valid Pennsylvania Driver's License and access to a vehicle is required
- Computer literacy knowledge along with Microsoft Office and Excel
- Adult and Pediatric CPR and First Aid; Fire Safety or willingness to obtain
- Current FBI, Child Abuse, National Sex Offender and State Criminal Background clearances or be able to attain all clearances within 30 days of hire
- Current health assessment and TB test
- Ability to frequently lift or move weight as in lifting, carrying or holding children 20+ lbs
- 12 professional development hours, as required by DHS

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.