



## **Administrative Assistant (Executive and Health Care Services)**

### **Summary:**

The administrative assistant is responsible for providing key admin support to the Executive Director and the Director of Health Care Consultant Services.

### **Major Responsibilities – Executive Director Assistance**

- Provide general administrative assistance Clerical duties including database management, scheduling, copying, filing and other clerical support
- Help maintain Executive Director's calendar
- Schedule appointments and meetings
- Support the Advocacy Committee
- Support various advocacy campaigns and initiatives
- Conduct 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.
- Run regular accurate reports from Health Care Consultant Database.
- Comprehensively maintain the accuracy of Health Care Consultant Database by entering and updating Health Care Consultant Agreements, site visits, and HCC activity into the database.
- Accurately and comprehensively maintain database and documents related to HCC Milestones, including but not limited to entering data into database as per procedures, prepare, copy, and file all required documents, and ensure the documents are complete, current, etc.
- Accurately and comprehensively, maintain documents related to the CCR&R – HCC audit, including but not limited to preparing, maintaining, and updating HCC Milestones Binder to be utilized during CCR&R audits
- Properly and independently, use software programs, such as Access, CCFS, Health Care Consultant Database, Microsoft office, Survey Monkey, etc.



- 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.