



Administrative Specialist- Part Time

The Child Care and Education Initiatives team is seeking a Part-Time Administrative Specialist to support its programs (Step Up to Quality, Professional Development, CDA, Pre-licensing, CACFP, and other Action for Children projects/initiatives). The candidate must have superior communication skills, the ability to prioritize multiple responsibilities, and give attention to detail. As a primary contact for the child care providers we support, these individuals must demonstrate customer focus and convey a demeanor of professionalism and inclusivity. Reliable attendance is mandatory. Specific duties include, but are not limited to:

Duties:

- Act as agency liaison to the community and encourage continuing favorable interaction
- Provide prompt, professional, and courteous service (in person, or via email/telephone), with attention to being culturally responsive
- Monitor shared email accounts by answering or directing all inquiries as appropriate
- Support staff through a variety of administrative duties (data entry, preparing basic reports, photocopying, etc.)
- Interact with the public to process BCI/FBI fingerprinting requests
- Maintain continuity among work teams by documenting and communicating actions, irregularities, and continuing needs
- Facilitate in-person and virtual events by setting up meetings, monitoring registration, providing information needed to promote the event, and taking attendance
- Create, distribute, and record data from evaluation forms and surveys
- Contact providers through various means (phone, email, text, etc.) to register them in clinics, send reminders for appointments, and reschedule/cancel events
- Fill in for agency receptionist if needed (e.g., lunch breaks, vacation)
- Be continuously mindful of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve
- Support the assigned teams toward the goal of meeting grant deliverables and promoting high-quality, accessible child care

Requirements:

- High school diploma or equivalent
- Previous experience in an office environment
- Excellent communication skills
- Demonstrated customer service ability
- Ability to maintain a professional demeanor under pressure
- Attention to detail; ability to work in fast paced environment without sacrificing accuracy
- Ability to prioritize and attend to multiple responsibilities
- Must be punctual and consistently available to carry out duties according to schedule
- Agility with MS Office suite (Word, Excel, PowerPoint, etc.) and other office technology
- A desire to contribute to a workplace which values collaboration, diversity, growth, and respect for all people



The following are desired but not required qualifications:

- Ability to speak Spanish, Arabic, Somali, or other language
- Familiarity with the Ohio Professional Registry, Step Up To Quality, Child Care Licensing Requirements, Child Development Associate credential (CDA), and/or the Child and Adult Care Food Program (CACFP)
- Familiarity with the Ohio Administrative Code, Apricot 360, and/or basic survey design
- Experience with child care programs, adult learners, and/or non-profit organizations

How to Apply:

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to jobs@actionforchildren.org.

No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, the selected candidate will be required to submit to our background and reference checking process.

****Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs.****

Action for Children



Job Posting

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