

Job Title: Center Administrative Coordinator	Department: Head Start Program
Reports To: Center Operations Director	FLSA Status: Non-Exempt

**NATURE AND SCOPE OF POSITION**  
 The Center Administrative Coordinator will work to provide administrative support to the Center personnel and to the overall program. This position will initiate and coordinate the administrative functions required in effective implementation of administrative policies of the program. The Center Administrative Coordinator uses effective organizing systems to provide administrative support to a variety of stakeholders and projects.

<b>PRIMARY QUALIFICATIONS</b>	
Education:	<ul style="list-style-type: none"> <li>High School diploma or equivalent is required.</li> <li>Associate’s Degree in business or related field is preferred.</li> </ul>
Certifications:	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Work Experience:	<ul style="list-style-type: none"> <li>1 – 3 years’ experience in office/general administration or bookkeeping is required.</li> </ul>
Special Skills:	<ul style="list-style-type: none"> <li>Advanced computer literacy in email, Microsoft Word, Excel, and PowerPoint.</li> <li>Excellent decision-making and communications skills.</li> <li>High degree of tact and professionalism.</li> <li>Strong positive attitude.</li> </ul>
Other Considerations	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger motions, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**Work Environment:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather and internal climate conditions prevalent at the time. The work environment is considered to be that of a normal primary educational institution. The noise level in the work environment is usually moderate. Exposure to blood, saliva and bodily fluids is common. Proper training and protective equipment are required to avoid direct contact from blood, saliva and bodily fluids is required.

**JOB FUNCTIONS**

**ESSENTIAL-**

- Review current assignments and schedule appropriate Head Start teaching staff and aides as appropriate. Ensure sufficient support and staffing is maintained in compliance with Head Start standards.
- Coordinates staffing within the Center to ensure appropriate staffing ratios are maintained.
- Provides direct administrative/clerical support for the Center and personnel.
- Answer and screen telephone calls, taking messages for personnel as appropriate.
- Sort and distribute incoming mail and faxes multiple times daily.
- Copy and collate documents and provide information to personnel in an organized manner.
- Greet and assist visitors in a courteous and helpful manner.
- Coordinate purchase requisitions and maintain vendor relationships to ensure accurate invoicing and delivery of

**JOB FUNCTIONS**

purchases.

- Draft and edit correspondence, reports, forms, charts, memos, and other documents accurately.
- Manage inventory and distribution of office supplies throughout the organization. Maintain sufficient levels of supplies.
- Maintain the confidentiality of program information, correspondence, documents, discussions, meetings and telephone calls.
- Oversee the operation of various office machines to include copier, computer, fax, phone and mail machine. Contact equipment vendors as needed to quickly repair or replace equipment to minimize equipment downtime.
- Assist in the preparation of meeting agendas and materials, distribute such items in advance to members within agreed upon time frames.
- Ensure that all reports, records and assigned Master Binders are maintained accurately and promptly.
- File, store and destroy old records as instructed.
- Maintain proper documentation of all expenditures for reimbursements, petty cash, and purchase orders (e.g. receipts, boarding passes).
- Process check requests and track completion of all requests to ensure that all invoices and employee requests are completed accurately and timely.
- Manage petty cash system by distributing petty cash to employees as needed and ensuring sufficient funds for all requests in accordance with fiscal policies and procedures.
- Review and process volunteer paperwork timely and accurately.
- Participate in staff meetings, conferences, training sessions and workshops as assigned.

**MARGINAL-**

- Provide courteous and prompt service to all internal and external clients. Prioritize and address requests and assignments in a professional manner to develop cooperative relationships and to ensure that client confidentiality is assured.
- Identify opportunities and recommend methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implementation of quality improvement initiatives.
- Assist co-workers in the completion of tasks and assignments to ensure continuity of service. Orient new co-workers and actively support teamwork throughout the organization.
- Perform other duties as required.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job.

**Communication** - Interacts sensitively, effectively and professionally with persons of diverse ages, lifestyles, and backgrounds (cultural, economic, racial, ethnic or professional). Has direct, honest conversations, on difficult topics when necessary and gives feedback with clear conclusions and specific examples. Receives feedback openly. Speaks and writes clearly, with professional tone and correct grammar, punctuation and spelling.

**Flexibility** – Adjusts quickly and effectively to changing conditions and demands. Discusses change as a necessary and inevitable aspect of organizational life as well as an opportunity to learn new things. Has a similar view and approach to potentially stressful situations. Invests personal energy toward accepting and adapting to change that others use toward resisting or resenting it.

**Integrity** – Acts in ways that demonstrate personal integrity and serves as a positive example of why others should trust the motives of the organization. Views himself or herself as a reflection of the organization by following through on commitments and accepting ownership of any mistakes he or she might make. Leaves others with the clear impression that integrity is a core value at this organization.

**Managing Multiple Priorities** – Handles multiple assignments and priorities yet still fulfills all commitments. Readily accepts new responsibilities and adapts well to changes in procedures. Gives appropriate priorities to various work demands.

**Productivity** – Meets or exceeds productivity standards that have been established for his/her organizational level or position.

**COMPETENCIES**

Has successfully combined skills, ability and effort level to ensure that expectations related to results/output are achieved.

**Professionalism** – Maintains a calm and professional attitude to all customers and coworkers, regardless of environment or stress.

**Quality of Work** - Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization. Is personally committed to high quality work and encourages others to have similar standards.

**APPLICATION**

Qualified applicants must accurately complete and submit the attached employment application form via email to ricke@leh.org.

LEH and PRIME TIME, Inc. are equal opportunity employers, committed to creating a diverse and healthy work place.

**NOTE:** This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on: October 13, 2016



**IMPORTANT NOTICE**

PRIME TIME, Inc. (Company) is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law, including but not limited to race, color, religion, gender, national origin, age, disability, marital or veteran status or any other legally protected status. Equal access to employment services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

We only hire individuals possessing the highest levels of honesty and personal integrity and we strive to create a safe workplace, free of harassment and potentially dangerous individuals. To that end, we may conduct a comprehensive background investigation and/or drug screen on every applicant for employment.

<b>PERSONAL INFORMATION- PLEASE PRINT</b>		Date of Application: _____	E-Mail Address: _____@_____
Name	LAST _____ FIRST _____ MI _____		
Address	STREET _____	Home Telephone Number: (____) _____ - _____	
City, State, Zip	CITY _____ STATE _____ ZIP _____	Cell Telephone Number: (____) _____ - _____	
How long have you lived at this address? _____	List previous address if changed within the last 5 years: # and STREET _____ City _____ State _____ Zip _____ How long at this address? From _____ to _____		
Have you previously <b>applied</b> with us?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what month and year? ____/____	
Have you previously <b>worked</b> for us?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, from (mo/yr): ____ - ____ / ____ - ____	
Do you have a legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of Citizenship or immigration status will be required upon employment.</i>			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: _____			
<b>Please note:</b> An applicant for employment is not required to disclose or reveal records that have been expunged, sealed or impounded under state law. You also do not have to disclose any misdemeanor conviction for which you have completed probation and the case has been dismissed. An applicant will not be refused employment solely on the basis of an arrest, conviction or plea of no contest. The nature, date and surrounding circumstances will be considered in regards to all criminal matters. Any deceptive or untruthful answer will immediately cause your application for employment to be rejected.			
<b>JOB POSITION and AVAILABILITY</b>			
Job Title/Position Applied For: _____			
Please provide your availability: <input type="checkbox"/> Part Time / <input type="checkbox"/> Full Time <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening			
Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can you travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When will you be available to begin work? _____		Desired annual salary: _____	
Are there any time when you would be unable to come to work on regularly scheduled workdays due to some type of outside commitments? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: _____			



### REFERRAL INFORMATION

How did you hear about the Company or this position?

Were you referred to us by a current employee?  Yes  No

If Yes, please provide their name: \_\_\_\_\_

### EDUCATION / TRAINING

Category	Name and Location	# of years attended	Degree Received	Subjects Studied/Major
High School				
College/University				
Trade, Business or Correspondence School				
Additional Education				
Professional license or certification	Type _____ From _____			Exp _____
Professional license or certification	Type _____ From _____			Exp _____

List any honors or achievements you have relevant to the position for which you are applying:

Indicate any foreign languages that you speak or read fluently:

Are you planning to pursue further studies?  Yes  No  Days  Nights  Full-time  Part-time

If Yes, when and what courses? \_\_\_\_\_

### PROFESSIONAL ORGANIZATIONS

List any professional organizations to which you belong. You may exclude those which may disclose your race, color, religion, gender, national origin, age, disability, marital or veteran status or other legally protected status.

### EMPLOYMENT HISTORY

NOTE: Include your last ten (10) years of employment history starting with the most recent and working backwards. Include periods of unemployment, self-employment, voluntary, military, and part-time jobs. *Incomplete information could disqualify you from further consideration.* (If more room is needed please attach a separate page, however, this application must be completed in its entirety.)

#### Present Employer:

Company Name		From	To
Address		Beginning Rate/Salary	Ending Rate/Salary
Supervisor's Name		Supervisor's Telephone Number:	Supervisor's Email Address:
Supervisor's Title		Your Job Title or Position:	
Summary of Duties or Responsibilities:		May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for seeking other employment:			

#### Prior Employer:

Company Name		From	To
Address		Beginning Rate/Salary	Ending Rate/Salary
Supervisor's Name		Supervisor's Telephone Number:	Supervisor's Email Address:
Supervisor's Title		Your Job Title or Position:	
Summary of Duties or Responsibilities:		May We Contact Prior Employer?	



Reason for seeking other employment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Prior Employer:</b>			
Company Name		From	To
Address		Beginning Rate/Salary	Ending Rate/Salary
Supervisor's Name		Supervisor's Telephone Number:	Supervisor's Email Address:
Supervisor's Title		Your Job Title or Position:	
Summary of Duties or Responsibilities:		May We Contact Prior Employer?	
Reason for seeking other employment:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>OTHER INTERESTS</b>
List any computer or specialized skills, experience or training pertinent to the position applied for: _____
List and hobbies or other interests pertinent to the position applied for: _____

<b>PROFESSIONAL REFERENCES</b>			
Provide the information of three (3) persons not related to you, with whom you have had a working or professional relationship.			
Name	Address and Phone	Company and # Years	Working Relationship
1.			
2.			
3.			

### APPLICANT'S STATEMENT

I certify that the answers given here are true and correct.

I authorize any of the persons or organizations referenced in this application to give PRIME TIME, Inc. (Company) or its agents any and all information concerning my previous employment, education, or other information that they may have, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information. This authorization does not include release of other prohibited disability and medical related information prohibited in pre-employment inquiries by the Americans with Disabilities Act (ADA).

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Company is of an "at-will" nature, which means that the Employee may resign at any time and the Company may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically authorized by the Company.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. In addition, I understand my employment may be conditioned on the results of a physical examination and drug/alcohol testing. It is also understood that I authorize any conditional employment background screening to be performed, and any misrepresentation or omission of information may result in the rejection of my application for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**This application for employment shall remain active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**



**VOLUNTARY SELF-IDENTIFICATION**

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees or deemed as federal contractors to complete an EEO-1 report each year. Therefore, we are asking employees to complete a voluntary self-identification sheet below so that we can properly update our records according to these new report requirements.

Completion of this data is voluntary and will **not** affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.

Name:	
Job Title:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female

Race/Ethnicity: Please check one of the descriptions below corresponding to the ethnic group with which you identify.

<input type="checkbox"/> Hispanic or Latino	
<input type="checkbox"/> White (not Hispanic or Latino)	
<input type="checkbox"/> Black or African American (not Hispanic or Latino)	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)	
<input type="checkbox"/> Asian (not Hispanic or Latino)	
<input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino)	
<input type="checkbox"/> Two or More Races (not Hispanic or Latino)	
<input type="checkbox"/> I decline to self-identify	

Date Completed: \_\_\_\_\_

**Thank you for your participation.**