



**Job Title:** Administrative Assistant

**Department:** Administration

**Reports to:** Director of ECEI

**Status:** Full-Time/ Non-Exempt

**Schedule:** M-F; 9:00am-5:00pm

**Updated:** 04/30/2025

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**Job Summary:**

Provides administrative support. Must be independent, self-starter, professional, flexible, have exceptional communication skills, and possess the ability to manage multiple tasks efficiently. Handles confidential information and always demonstrates tact and diplomacy.

**Duties and Responsibilities:**

- Provides receptionist duties, answers phone, and performs ad hoc administrative tasks.
- Coordinates with building management and other vendors.
- Assist staff with preparation for coaching visits, including preparation of education materials, bundling and packaging of books and supplies, making copies, and mailing of materials to child care programs within the five boroughs of NYC.
- Support the training team with preparation and setup for departmental trainings, including room setup, printing and copying, assembly of materials packets, and clean up.
- Assist in the maintenance of book and materials inventory for the department.
- Placing, receiving, and managing supply orders whilst maintaining logs and supporting documentation for said orders.
- Responsible for preparing departmental mailings for distribution via USPS, including printing, labeling, and envelope-stuffing.
- Assist other administrative staff with overflow work, including filing, word processing, scanning, data entry and internet research tasks.
- Maintains working relationship with vendors in order to facilitate the ordering process and maintain proper documentation for each vendor (e.g. W9 forms).
- Book conference calls, rooms, taxis, materials deliveries, etc. as needed.
- High level training logistics—spaces, dates, trainer assignments, virtual meeting links, etc.
- Clerical preparation for trainings.
- Works with HR department to ensure proper management of inventory and supplies.
- Coordination of grants distribution, including spreadsheets, documentation and reporting.
- Coordination of availability for new clients—waiting list management.
- Supports other admin staff as needed.
- Creating and maintaining audit files.
- Participation in, and/or preparation for events such as Provider Resource Days and the ECEI Annual Conference as directed by the supervisor.





- CHCF inter-agency collaboration, as appropriate and needed.
- *Other duties as assigned by Supervisor*

**Qualifications and Skills:**

- High School Diploma (Associate's Degree preferred).
- Minimum of 2 years working in an administrative office environment.
- Experience with office management tasks (inventory, organization, printing, copying).
- The Early Care Administrative Assistant will also ideally have a proven facility in data entry, customer service, and problem resolution.
- Bilingual is a must; English and Spanish fluency required
- Must be willing to work weekends as needed.

**Salary:** \$50k

*CHCF offers a comprehensive employee benefits package*

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