



Job Title: Administrative Assistant

Department: FCCN

Reports to: CACFP Coordinator

Status: Part-Time/Non-exempt

Schedule: 20hrs/week

Monday – Friday; 9 AM – 1PM

Job Summary:

The Child and Adult Care Food Program (CACFP) is a nutrition education and meal reimbursement program helping providers serve nutritious and safely prepared meals and snacks to children and adults in day care settings. The CACFP Administrative Assistant plays a key role in ensuring the efficient day-to-day administrative operations of the program. This position provides support to program staff, providers, and families by coordinating administrative processes, maintaining accurate records, and assisting with compliance, training, and communication efforts.

Duties and Responsibilities:

- Support compliance with CACFP regulations by verifying provider enrollment, attendance records, and documentation, and assisting with monitoring and site visits.
- Assist in the preparation and execution of monitoring visits, coaching sessions, and trainings, including assembling educational materials, copying and distributing documents, mailing supplies, and coordinating room setup and cleanup.
- Provide support for provider onboarding and ongoing participation, including assisting with registration processes and maintaining accurate records.
- Assist with processing provider reimbursements based on approved meal and snack rates.
- Maintain and support data systems, including CIPS, KidKare, and our internal system, Tablero, ensuring accurate data entry, recordkeeping, and reporting.
- Coordinate logistics for meetings, trainings, and conferences, including preparing agendas, booking travel and accommodations, and managing material and supply orders.
- Maintain strict confidentiality of provider, child, and staff information.
- Provide general administrative support, including filing, scanning, data entry, word processing, and internet research.
- Other duties as assigned by Supervisor.

Qualifications and Skills:

- Associates degree preferred.
- Minimum of 2 years working in an administrative office environment.
- Experience with office management tasks (inventory, organization, printing, copying).
- Experience in data entry, customer service, and problem resolution.
- Bilingual is a must; English and Spanish fluency required



CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

Acknowledgment of Receipt:

I have reviewed the job description for **CACFP Administrative Assistant** position. I understand what is being required of me in this position and I am aware that a signed copy of this form will be placed in my personnel file. My ability to perform the duties outlined here will be reviewed as part of my performance evaluation. CHCF reserves the right to review and change the above duties as business requires. This job description does not constitute a written or implied contract of employment.

Signature of Employee

Date