



mary crane CENTER

## Job Announcement

### Administrative Assistant/Family Worker Aide

#### Position Summary:

The Administrative Assistant/Family Worker Aide performs specialized administrative and record keeping work for the Center, coordinating office services, performing assigned administrative functions to support routine and standardized tasks at the site in order to implement agency objectives and objectives of the Family Worker.

#### Responsibilities:

- Greets all visitors and respond to inquiries in a professional, timely and courteous manner.
- Handles the requirements for record keeping for all programs at the site: Head Start, Child Care, Pre-Kindergarten and Food Programs.
- Prepares written correspondence and project materials.
- Establishes and maintains a complete record keeping and retrieval for children, staff and volunteers.
- Monitors visitor access and maintain security awareness for the safety of our children.
- Assists the Site Director in essential communications with parents and families, staff, administrative and regulatory personnel.
- Participates in family reviews, initiates follow-up, and establishes positive, professional relationships with families served.
- Prepares written correspondence and project materials.
- Assist Family Worker with parent meetings, committee meetings, and volunteer activities.
- Works closely with family worker to process family intakes, assisting with Head Start and Child Care enrollment applications and the redetermination process.
- Assist with recruiting and enrolling new parents for the program.
- Other duties as assigned.

#### Mandatory Job Qualifications:

High School or G.E.D

And/or

Associate Degree in a related field.

And

At least one year of administrative experience.

**Mary Crane League offers its employees competitive salaries and benefits.**

**How to Apply:** Please forward resume to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

**AN EQUAL OPPORTUNITY EMPLOYER**

**Visit our website: [www.marycrane.org](http://www.marycrane.org)**