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CLASS TITLE/POSITION: Head Start Program Assistant (JOB #0417C)

LOCATION: Marshall

STARTING SALARY: \$10.35 - 11.35/hr + Benefits

JOB STATUS: Full-time (40 hours), Non-Exempt

EXAMPLE OF DUTIES:

- Answer incoming phone calls, greet visitors; provide internal and external referrals to Agency clients and business contacts at the Marshall office.
- Assist with the Early Head Start/Head Start Child and Adult Care Food Program (CACFP) and nutrition for Head Start children.
- Responsible for administrative support for the Early Head Start/Head Start Program including, but not limited to completing supply order requests, vouchers, copies, and other administrative tasks as assigned.
- Responsible for the pick-up, delivery, and processing of incoming and outgoing mail.
- Be the designated purchaser of food and supplies.
- Fill requisition orders as needed.
- Distribute Head Start vacancy notices as requested by the Head Start Director or Human Resources Department.
- Responsible for facilitating Head Start maintenance and office equipment and Marshall Head Start building activities.
- Process monthly the in-kind forms and nutrition paperwork from Head Start staff and prepare reports for Board and Policy Council.
- Responsible for coordination of ordering, pricing and purchasing of consumable supplies for the Head Start Program.
- Complete Catering Contracts for food service and assist the Health and Safety Manager with the CACFP Management Plan.
- Support and Model United's Behavioral Competencies.

EDUCATION AND EXPERIENCE:

- One (1) year completion of a vocational Office Administration/Accounting course.
- One (1) year experience in a secretarial or office related position.
- Food Service Manager license or willingness to obtain within 12 months of hire.

KNOWLEDGE, ABILITIES AND SKILLS:

- Skills in operating various office equipment, such as copier, postage meter and other office machines.
- Ability to operate multi-line phone system.
- Demonstrated effective oral and written communication skills.
- Computer/keyboarding skills including knowledge of Word and WordPerfect and ability to type 60-70 wpm.
- Knowledge of general office practices, written communication formats, and business composition.
- Ability to work independently and as part of a team.
- Ability to work under pressure with short deadlines.
- Must have access to reliable transportation.
- Ability to travel as necessary.
- Reliable, regular attendance.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

CLOSING DATE: Interested union staff should submit written notice by 4/20/17. Open to the public until filled.

CONTACT: Shayna St. Pierre, Human Resources Coordinator
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