



Quality Care for Children Child Care Resource and Referral

It is the policy of Quality Care for Children that all employees shall receive an equal employment opportunity without regards to race, color, religion, veteran status, sex, national origin, age, marital status or disability in employment.

Job Title: Program Assistant
Department: Child Care Resource and Referral - Athens
Supervisor: Director, Child Care Resource and Referral of East Georgia
Salary: Based on experience and education

Specific Responsibilities:

- Provide general office and receptionist duties
 - > Mailings, word processing, supply management, filing, data entry, etc.
- Provide support to Child Care Resource and Referral parent services by:
 - > Referring parents to appropriate community and state resource agencies including the State Wide Call Center for child care needs
- Provide support to Child Care Resource and Referral training program by:
 - > Maintaining training calendar
 - > Organizing evaluation data
 - > Assisting in preparation of classes (prepare sign-in sheets, certificates, etc)
- Provide support to Child Care Resource and Referral community and provider services by:
 - > Assisting with reporting process
 - > Assisting with data collection and management
 - > Assisting with community events
 - > Assisting with the development of newsletters
 - > Assisting with Lending Library and Resource Room duties
 - > Assisting with marketing
- All other duties as assigned
- Other duties as assigned

Qualifications:

- Bachelor's Degree required. Degree in business administration preferred
- Minimum 2 years administrative and office support experience
- Strong organizational, decision making, interpersonal, and communications (oral and written) skills
- Excellent customer service and computer skills (Word, Excel, and PowerPoint)
- Ability to keep accurate records and report information in a timely manner
- Basic knowledge of community services
- Basic knowledge of child care programs and services preferred
- Basic knowledge of Child Care Resource and Referral services
- Self-directed with the ability to work independently



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- Valid driver's license and personal transportation required
- Able to work as a team member

TO APPLY: Please e-mail or fax your resume and a 1-page cover letter to info@qualitycareforchildren.org (list **Program Assistant of East Georgia** in the e-mail's subject line). Please include your name when titling e-mail attachments.

This position is subject to close at any time once a satisfactory applicant pool has been identified. **No phone calls please.**

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. Selected applicants will be contacted for next steps in the selection process. Applicants who are not selected may not be notified.