

Secretary-Early Head Start/Head Start

POSITION: Secretary

PROJECT/PROGRAM: Early Head Start/Head Start

SUPERVISOR: Director

SHORE UP! Inc. is seeking a Secretary for the Early Head Start/Head Start program to assist supervisors with handling clerical duties such as data entry, Answering phone calls, record-keeping, scheduling and general office support.

The Ideal candidate will:

- Ability to organize work flow of busy office.
- Ability to handle detailed work.
- Ability to effectively communicate orally and in writing.
- Ability to coordinate and associate with other related agencies and individuals.
- Ability to work with clients from varying backgrounds, education and economic levels.
- Maintain confidential files of office to which assigned.
- Maintain a calendar of appointments and obligations for one or more staff members as assigned.
- Greeting and screening callers who contact the assigned office either in person or by telephone.
- Assisting in the preparation of proposals and budgets.
- Assisting the Supervisors in matters of schedule change, daily staff absence reports, personnel situation, maintenance and transportation.
- Schedule interviews/appointments, prepare appointment schedule for both supervisors.
- Attend and participate in staff meetings and training sessions.
- Perform data entry on applications taken.
- Generate lists and reports weekly/monthly or as directed by Supervisors.
- Perform other duties assigned.

Qualifications

The ideal candidate has a high school diploma or GED

- A graduate of one (1) year secretarial course plus two (2) years full-time related work experience.
- Must have one (1) year of computer experience/data entry, this includes prior administrative support performing the aforementioned functions.

Details:

- **Office Hours:** Monday through Friday, 8 am – 4 pm
- **Hourly Rate/Range:** \$19-\$22 per hour
- **Status/Classification:** Full-Time

To apply, submit resume and application:

<https://website-media.com/shore-up/shore-up-site/2024/06/12162639/Employment-Application.pdf>