



Children's Center for the Visually Impaired

Position: Administrative Assistant

Classification: Full-time, Nonexempt

Reports To: Executive Director

Direct Reports: N/A

JOB DESCRIPTION

Summary/objective

Assisting in the administrative support of the overall organization, the Administrative Assistant will have a primary focus on support of the CCVI Program departments. This position will serve as the initial point of contact for the public, both in-person and via phone, will assist in coordinating student/parent communications, will have management of the classroom and general office supply inventory and replenishment, and will support accounting functions by receiving payments for processing.

Competencies

- Analytical and critical thinking
- Strong written and verbal communication
- Collaboration and team management
- Trust and Integrity
- Attention to detail, problem-solving, and organization
- Commitment to confidentiality

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Manages the opening of the CCVI front office.
- Manages student files, both current and exited, updates student information database, and fulfills student record requests, as needed.
- Prepares and receives new student enrollment packets.
- Weekly reminder calls to parents/guardians about FVE evaluation appointments.
- Prepares classroom documents, as needed.
- Manages data entry of weekly classroom attendance and CACFP tracking.
- Manages classroom supply inventory and replenishment.
- Manages mailings to school districts and parent group mailings.
- Maintains SOP, documents, equipment, supply management, and SDS binder.
- Manages the maintenance ticket cycle.
- Opening and distribution of incoming mail/packages.
- Manages the CCVI e-fax system; sends and receives faxes.
- Answers incoming calls and transfers to applicable individual/department.
- Greets guests and provides information as needed.
- Coordination of CCVI classroom volunteers.
- Generates referral thank you letters.
- Conference room setup for CCVI meetings/events.



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- Assists with special Program events, i.e., parent night, graduation.
- Project management, as requested.

Work Environment

- Office &/or classroom
- No extreme temperatures

Physical Demands

- Sitting, standing, and walking
- Lifting to 35 pounds
- Frequent reaching, stooping, bending, kneeling, and crouching
- Assists with students in an emergency (lifting, pushing)

Travel Required

- Less than 5% locally.

Required Education and Experience

- Associates degree
- 2+ years office support experience

Additional Eligibility Requirements

- Microsoft Office, including Outlook, Excel, Word

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.