

Position: Program Assistant – Shared Services

Reports to: Shared Services Manager

Purpose of Position: To complete a variety of tasks geared toward supporting shared services. This may include supporting the program intake process, analyzing and updating data, completing reports, updating the website landing page, maintaining a strong knowledge of the Child Care Aware of Kansas database (WorkLife Systems), distributing newsletters and email blasts, processing grant paperwork and promoting services.

Status: Non-Exempt

Salary Range: \$30,000 to \$40,000

Duties and Responsibilities:

Ensure program processes are completed timely, accurately, and thoroughly with oversight and direction from the Program Manager.

Administer communication related activities to support the organization’s vision, mission, goals and objectives including, but not limited to:

- Creating supporting materials for technical assistance interactions, identify opportunities to support program initiatives and develop communication materials.
- Track distribution of materials.

Analyze results of child care health consultant services by compiling and synthesizing reports and ensuring accurate data is collected in WorkLife Systems (WLS).

- Complete data maintenance activities.
- Compile a variety of reports and respond to requests for data.

Share information about product and safety recalls to keep CCR&Rs, child care programs and others updated on the latest information.

Build and foster collaborative relationships with other staff within the organization to stay informed and abreast of new initiatives and services. Engage in regular communication to promote and conduct the work of Child Care Aware® of Kansas.

- Assist with other programs as available.

Participate in a variety of meetings to ensure communication and tasks are completed and:

- Participate in staff meetings.
- Meet regularly with direct supervisor.
- Participate in committees to ensure the strength of organizational activities.

Assist with answering the office phone, processing mail, and completing training registrations for child care providers.

Participate in a variety of professional development events to stay current with early childhood research, trends and best practice.

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

Complete required Child Care Aware® of Kansas employee reports and duties in accordance with organizational policies and procedures.

Education:

Bachelor's Degree in Business, Communications or a related field OR Associate degree in Business, Communications, or a related field with 1 year working experience required.

Experience:

- Knowledge of Windows, Microsoft Outlook.
- Experience in nonprofit environment preferred.

Special Knowledge and Skills:

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- Proficient using Microsoft Word, Excel, and Access, including creating and editing documents, and spreadsheets.
- Ability to edit documents for content, clarity and consistency.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- A passion for increasing the quality of care for children and their families.

Miscellaneous Requirements:

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including overnight travel.
- Valid Kansas driver's license.

EEO Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

Disclaimer

Created August 2020, Updated September 2021, Updated September 2022

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.