

Job Title:	Program Assistant - Learning Institute
Department:	Learning Institute
Reports To:	Learning Institute Director
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Grade:	2

Job Duties, Responsibilities, Qualifications, and Requirements

Job Summary	The Learning Institute Program Assistant is responsible for a variety of administrative duties, including administration of database, conference and workshop enrollments and website assistance. Support and arrange clerical logistics for Learning Institute programs.
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Essential Duties and Responsibilities	<ol style="list-style-type: none"> 1. Database Management <ol style="list-style-type: none"> a) Organize the collection, tabulation and evaluation of information b) Manage and enter data in Excel or Access as needed c) Track finances, inventory, and registration d) Provide accurate reports based on data, such as graphs and charts 2. Computer Responsibilities <ol style="list-style-type: none"> a) Update and maintain Learning Institute information on webpages b) Design and create templates for the use of staff c) Design and create flyers 3. Training Support <ol style="list-style-type: none"> a) Manage enrollment for workshops, conferences and classes b) Track attendance and provide certificates c) Collect and monitor materials for training d) Purchase refreshments and organize catering when needed for training or meetings e) Track payment for training, as well as charges to clients' credit cards 4. General <ol style="list-style-type: none"> a) Answer phone inquiries regarding Learning Institute programs b) Provide front desk/reception coverage as needed c) Place orders for office and program supplies, while researching and maintaining inventory d) Provide general clerical support, including word processing, copying, mailing, collating, typing, etc. e) Work with Finance Department to submit check request forms and purchase orders in a timely manner f) Registration of staff for conference, seminars, trainings and make arrangements for hotel stay or other accommodations g) Assist with and give technical assistance and Child Care Referrals as needed for clients h) Assist in organizing and managing multiple projects and grants i) If bilingual, help translate documents and interpret conversations
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	<p>5. Office/ Conference Rooms Management</p> <ul style="list-style-type: none"> a) Monitor A.V. equipment such as; overhead monitor, screen, VHS, DVD Player, computer, laptop connectivity (Mac and Windows), etc. b) Reserve rooms for meetings, both by department and others c) Provide technical assistance to reserve conference rooms
Supervisory Responsibilities	None
Clause	The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Contra Costa Child Care Council management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Minimum Qualifications	
Education and/or Experience	<p>A. Formal Education:</p> <ul style="list-style-type: none"> • Some college preferred <p>B. Practical Experiences:</p> <ul style="list-style-type: none"> • Ability to relate to a diverse client community • Strong organizational & coordination skills <p>C. Technical Qualifications or Specialized Certification:</p> <ul style="list-style-type: none"> • Proficient or advanced in MS Office (Word, Excel, Outlook, Publisher) • Ability to use Adobe Acrobat software • Ability to generate accurate reports • Ability to prepare and distribute financial and status reports • Ability to read and interpret documents such as safety rules, procedure manuals • Strong written and oral communication skills • Ability to solve problems and appropriately prioritize tasks
Language, Mathematical, and/or Reasoning Ability	<ul style="list-style-type: none"> • Bilingual: fluent in Spanish preferred • Ability to communicate via email and telephone • Ability to calculate • Ability to follow instructions based on the procedure manual

Physical and	<ul style="list-style-type: none"> • Ability to work with minimal supervision to follow through assignments
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Mental Demands	<ul style="list-style-type: none"> • Flexibility in taking on additional responsibilities • Responsive and supportive to clients and organizational needs • Ability to maintain confidentiality • Ability to work and communicate with diverse cultural and socioeconomic groups, and differently-abled individuals • Ability to learn quickly and stay current with new software • Ability to work under pressure and meet deadlines • Ability to meet the physical demands of the job: Employee is regularly required to stand; sit; walk; and use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, talk or hear and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds • Ability to meet the requirements of daily attendance on the job for full continuous seven-hour days (f/t employee), or depending on your employment status • Willingness to work flexible hours including occasional evening and weekend events • Reliable transportation, valid California driver’s license and insurance <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
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Reviewed By:		<i>Title</i>		<i>Date</i>	
Prepared By:		<i>Title</i>		<i>Date</i>	
Approved By:		<i>Title</i>		<i>Date</i>	