

ABOUT MACON PROGRAM FOR PROGRESS

Macon Program for Progress is a Community Action Agency in Western North Carolina. For over 55 years. Macon Program for Progress has been an active community partner for low-income families in Macon County providing a 0 – 5 Head Start Program that includes NC-Pre K, Extended Day Childcare, Parents as Teachers and Pregnant Women Program. Head Start is a federally-funded childhood development program with a goal of increasing school readiness of young children by focusing on developmental domains.

POSITION OVERVIEW

The Administrative Assistant facilitates the efficient operation of the Administrative Office by being available and welcoming to clients, employees and the families that we serve. The candidate that is the best fit for this position, will confidentially provide support from a central location for all inquiries received.

QUALIFICATIONS

- High School Diploma or general education degree (GED), required.
- One to three months related experience and / or training, preferred.
- Ability to regularly sit use hands to fingers, reach out with hands and arms.
- Excellent interpersonal and customer services skills.
- Excellent Organization skills and attention to detail.
- Excellent written and verbal communication skills with adults and children.
- Proficiency with Microsoft Office programs including Word & Excel.
- Technically inclined, experience in social media and website maintenance, preferred.
- Valid Driver's License or Commercial Driver's License (CDL) or willingness and ability to obtain license.
- CPR and First Aid Certification at hire or within the first 6 weeks of hire (training provided).
- Bi-Lingual, English/Spanish skills are beneficial.

RESPONSIBILITIES

- Projects a positive and respectful attitude by welcoming and directing employees, families and visitors.
- Establishes and maintains a secure trusting relationship by providing confidential assistance to the Leadership Team, employees and families that we serve.
- Opens and closes the Administrative Office daily.
- Coordinates incoming and outgoing communication by answering phones, delivering messages.
- Monitors visitor and parent access, maintaining security in and out of the buildings reporting any suspicious activity.
- Receives and records payments for services and products, conducts banking business making deposits / payments.
- Coordinates incoming deliveries and outgoing mailings.
- Assists with the preparation and delivery of files, documents, fliers and other related company communications internally and externally.
- Assists in the preparations for and execution of the Board of Director meetings including mailings, meals, minutes and records.

- Acts as primary contact for technology providers for routine maintenance and repair requests. Screening requests, assisting with simple requests and referring more complex issues to proper internal or external resources.
- Maintains up to date social media and website postings ensuring that current and relevant information is published.
- Obtains a strong understanding of the agency and provides guidance as necessary to employees, families and visitors.

BENEFITS & COMPENSATION

- Paid continuing education & training opportunities.
- Affordable Medical, Dental, & Vision insurance eligibility after 60 days.
- Life Insurance
- Supplemental insurance coverage options available; such as additional life insurance, cancer, accident, etc.
- Matching 401k retirement plan
- 11 paid Holidays
- Annual and Sick Leave Accruals

Macon Program for Progress is an Equal Opportunity Employer. In accordance with the Head Start mandate, COVID-19 vaccination is required, with religious and medical exemptions accepted as required by law.