

# Trumbull Community Action Program

## Job Description

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**Title of Position:** Administrative Assistant

**Responsible To:** Head Start Director

**Employee Type:** Hourly Non-Exempt

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### General Summary of Position:

The Administrative Assistant is responsible for the efficient operation of the Head Start department by providing advanced, proactive, and confidential administrative support to the Head Start Director on daily tasks and special projects.

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### Primary Duties and Responsibilities of the Position:

- Filter and prioritize all forms of incoming communications and requests, including recommending appropriate responses or courses of action.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Maintain the Head Start Director's calendar, including coordinating and scheduling meetings and appointments.
- Records, prepares, and distributes agendas, schedules, minutes, and any other necessary materials for meetings.
- Attends events and meetings on behalf of the Head Start Director as requested.
- Follow-up on all action items from meetings and events through to successful completion.
- Manages all logistics for travel and travel expenses of the Head Start Director.
- Create reports and a wide range of other materials and documents, including PowerPoint presentations and briefings.
- Records, prepares, and distributes any other documentation or materials as requested by the Head Start Director.
- Draft and proofread written correspondence and other business writings for internal and external communications, and ensure all writings are professional and grammatically accurate.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

### Secondary Duties and Responsibilities of the Position:

- Assist as the Head Start Director as administrative liaison to TCAP's Board of Directors.
- Prepare and organize all logistics for Board meetings, retreats, and events.
- Create, distribute, and efficiently file reports and materials for Board meetings, retreats, and events, including meeting minutes.
- Collect and edit collateral items produced by various staff.

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- Plan and manage various special events, including but not limited to site visits, public relations events, and agency wide gatherings and activities.
- Protect and advance the agency's reputation within the community by modeling integrity, TCAP's Code of Ethics and adhering to TCAP's Code of Conduct regardless of time and place.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by direct supervisor and/or TCAP Head Start Management to accomplish the mission and goals of TCAP.

### Qualifications:

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Must possess at minimum an associate degree, bachelor's degree preferred.
- 3 years of related experience.
- Must be able to type at least 50 words per minute.
- Dependability, including excellent attendance and punctuality.
- The ability and commitment to maintain unwavering confidentiality.
- Proficient in general use of a variety of technology with the capacity to learn new technologies.
- Proficient with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Publisher.
- Must be able to create accurate and organized reports using various software programs, including but not limited to Microsoft Office Suite, as requested.
- Proficient with a variety of digital meeting platforms, including but not limited to Zoom.
- Proficiency or capacity to learn various systems, platforms, and new skills.
- Exceptional organization, time management, and multitasking skills to prioritize tasks and ensure all duties and/or tasks are successfully completed within their respective deadlines.
- Ability to use independent judgment and sound decision making and to utilize creative and resourceful problem solving, even when faced with non-routine matters.
- Must have the ability to perform all duties expeditiously, independently, and ensure effective follow through to successful completion with the assigned deadlines.
- Continuous demonstration of a positive, professional attitude.
- Ability to routinely provide and accept constructive feedback to continuously improve results.
- Excellent verbal and written communication skills, applying active listening and attention to detail.
- Strong interpersonal skills with the ability to collaborate effectively with others.
- The ability to work independently, without direct supervision.
- Must be proficient in professional business writing.
- Must be able and willing to travel occasionally as required
- Ability to sit at a desk working on a computer for prolonged periods of time.
- Capable of standing and walking frequently.
- Must be able to lift, push, pull, and occasionally carry up to twenty (20) pounds.

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### Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits package including hospitalization and agency pension plan is available after successful completion of ninety (90) working day probationary period.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

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Printed Name

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Signature

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