



## JOB DESCRIPTION

Job Title: **Administrative Assistant**  
Reports to: Executive Assistant to the CEO  
Supervises: None  
FLSA Status: ( ) exempt (X) non-exempt (X) full-time ( ) part-time ( x ) other  
Salary Range: Starting around \$13.50

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### Position Summary:

Performs general administration support duties for the Office of the CEO and selected direct reports to include but not limited to, coordination of paperwork and records, including scanning, photocopying, faxing, mailing, data entry, filing and taking notes and compiling minutes for meetings. Duties include data entry for multiple program efforts, use of fiscal tracking systems and paperwork in support of program initiatives, and generating reports using a full range of computer software, including spreadsheets and word processing.

(This is a temporary position for approximately 5 months.)

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### Essential Job Functions:

#### Program & HR Support:

- Provides backup for receptionist.
- Coordinate and ensures accurate and timely submission and documentation of purchase order requests (E-Req), credit card authorizations, and check requests for the Executive Department.
- Enter data for multiple projects in an accurate manner.
- Participate in the Executive department assigned meetings (board committee/taskforce meetings), providing support with notes and minutes as well as follow up action items.
- Prepare and send correspondence letters as needed.
- Assist with filing and organizing document for CEO, Board and Committee items.
- Assist with filing and organizing document for HR Dept.
- Coordination of department inventory for project supplies and materials.
- Schedule training room appointments for Training Room A & B.
- Update Contact list for CEO and other Directors as needed.
- Maintain Staff contact list and provide support with the COOP emergency contact list.
- Scan, file and help with document related to HR.
- Provide support during annual benefit enrollment period.
- Provide support with schedules for interview process.
- Send correspondence after interview process and create copies for HR files.
- Assist with Board Packet and board preparation meetings.
- Maintain up to date Board and Committee meeting calendar and reservation of meeting rooms including website calendar.
- Assist with preparation of the CEO Expense report.
- Conduct research as directed.

*(This job description may not be all-inclusive and employee is expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)*

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**Qualifications:**

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
  - Ability to take accurate meeting notes.
  - Ability to establish and maintain positive working relationships with other employees.
  - Ability to maintain a cooperative working relationship with a variety of constituents.
  - Knowledge of basic customer service techniques.
  - Expert in the use of computer software (MS Office Suite) especially Microsoft Excel, PowerPoint and Outlook calendar.
  - Ability to navigate and perform research using the Internet. Experience with using SharePoint.
  - Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
  - Ability to work flexible hours/schedule i.e., occasional Saturdays or evening hours.
  - Ability to solve problems and deal with a variety of competing tasks, program responsibilities and deadlines.
  - Strong organizational skills and effective record management practices, attention to detail.
  - Ability to follow policies, procedures, and rules set by the Coalition.
  - Professional appearance and presentation.
  - Ability to work independently with little supervision.
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**Education and Experience:**

- Associates Degree (AA) or a minimum of two years of college with at least 5 years of progressive office support experience.
- Bilingual – knowledge and ability to communicate in English and Spanish language both verbally and in writing required.
- Demonstrates strong organizational skills with the ability to set priorities, meet deadlines under pressure and effectively multi-task.
- Possesses strong written and oral communication skills.
- Demonstrates ability to prioritize projects.
- Demonstrates ability to make minor updates and postings on websites.
- Demonstrates ability to perform light accounting procedures.

*(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)*

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**Send Cover Letter and Resume to:**

**[msanchez@elcoc.org](mailto:msanchez@elcoc.org)**

**By Fax to: 407-749-0287**

**By Mail to:**

**Early Learning Coalition of Orange County  
Attn: Marah Sanchez, Human Resources Manager  
7700 Southland Blvd. Suite #100  
Orlando, FL 32809**