



JOB DESCRIPTION

Job Title: **Program Support Specialist-ARPA Grant Funded**

Reports to: Deputy Executive Officer

Supervises: N/A

Job Code: 075 This is a grant funded position. The grant runs until funds have been depleted.

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting at \$17.33

Position Summary:

Performs general program support duties for the Early Learning Coalition of Orange County Community Relations department 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, word processing, and donor entry services.

Essential Job Functions:

Program Support:

- Enter data for multiple projects in an accurate manner.
- Track program initiatives, objectives, and deadlines to ensure timely completion of requested reports.
- Complete and submit to Director in-kind forms for all department efforts with material donations and volunteer participation.
- Assist with all organizational event logistics as directed by the Resource Development team.
- Coordinate and ensures accurate and timely submission and documentation of purchase order requests, credit card authorizations, and check requests.
- Participate in all departmental and various assigned board committee/taskforce meetings, providing support with notes and minutes as well as follow up action items.
- Assist in the tracking and promotion of various department efforts, including special events and special project initiatives, training and working with volunteers.
- Prepare and send correspondence letters and draft various invitation letters.
- Coordination of department inventory for project supplies and materials.
- Organize and package evaluation forms while following-up with department directors for pre and post event and special projects efforts.

- Assist directors with grant support as required.

Administrative Support

- Provide assistance to the reception area as needed.

(This job description may not be all-inclusive, and the 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.)

Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar 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 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 and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - 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 7 years of progressive office support experience.
- 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.)

Send Cover Letter and Resume to:

tbrady@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County
Attn: Theresa Brady
Human Resources Manager
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