



## Administrative Support Staff

Reports to: Council Co-Chairs

**Status:** Part-time (10 hours/week, 12-months), hours may increase with additional funding

**Compensation:** \$20 per hour

This is a one-year, grant-funded position located at United Way of Greater New Haven.

**Position Summary:** The New Haven Early Childhood Council (Council) is a citywide group of community stakeholders committed to ensuring that all New Haven children from birth to age eight have the opportunities, supports, and experiences they need to reach their full potential. The Council includes parents, educators, government officials, health and social service agencies and other representatives from the community invested in the well-being of young children.

The Council is seeking a dedicated New Haven resident to perform office support related duties including answering phones, taking messages, filing, copying, ordering and maintaining supplies and forms, preparing bulk mailing, distributing mail and providing general information to Council membership, community partners, and municipal leadership. Additional duties include; scheduling and attending meetings relating to Council activities; prepares and distributes meeting agendas and minutes.

### Responsibilities

- Check and prepare reports, records, and other material for accuracy, completeness, and conformity with established standards;
- Coordinate and help perform a wide variety of clerical work;
- Take confidential minutes and meeting notes;
- Receive and respond to phone calls, emails from Council members and partners, as well as other agency contacts as required;
- Calendar and coordinate virtual and in-person meetings;
- Compose and proof-read correspondence and/or reports ;
- Compile reports and other materials ;

Perform related duties as assigned.



**KNOWLEDGE, SKILLS and ABILITIES (include but not limited to):**

- Use a variety of computer applications, including word processing, database, spreadsheet, presentation,
- Web editing, and communications software with expertise;
- Assume responsibility within the scope of delegated authority;
- Maintain strict confidentiality and polite, professional decorum;
- Understand and maintain adherence to public meeting regulations and processes;
- Take meeting notes and minutes and transcribe accurately.

**This Position Requires Thorough Knowledge of:**

- Basic functions and type of clerical operations;
- Full competency in the use of MS Office Suite, Adobe, Google docs and web based applications;
- Office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
- Correct English usage, spelling, grammar, and punctuation;
- Rules, regulations, laws, and policies governing the school district and the ability to apply them with good judgment in a variety of situations.

**Minimum Qualifications:**

- High school graduation or equivalent is required.
- Two years of general office experience performing the full range of office support duties is required.

*\*\*United Way of Greater New Haven is an equal opportunity employer.\*\**

Interested candidates should submit a cover letter and resume by November 15, 2020 to [earlychildhoodcouncilnewhaven@gmail.com](mailto:earlychildhoodcouncilnewhaven@gmail.com).