JOB DESCRIPTION

Job Title: Program Assistant  
Category: Non-Exempt  
Program: Urban Strategies Early Head Start Houston  
Work Schedule: Five days per week/Full Time (40 hours per week) /12 months per year  
Reports to: Director, Early Head Start Houston

ORGANIZATIONAL OVERVIEW

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within our country’s most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

• Keeping children safe and secure  
• Building nurturing and stable families  
• Improving school readiness  
• Fostering effective parenting  
• Developing social and emotional competence  
   Advancing research-based practices

By reaching these goals, Urban Strategies is meeting its mission to develop strong healthy families, advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

POSITION OVERVIEW

The Program Assistant performs a variety of duties related to the administrative, program, and office functions. This position is designed to support the program director with administrative tasks requiring detail work and documentation.

ESSENTIAL FUNCTIONS

● Perform all clerical and administrative tasks for the Director.  
● Process and maintain contracts/addendums and related correspondence.  
● Process purchase orders related to program needs, center needs, and kitchen needs  
● Maintain the accountability of all purchases and reconcile the budget monthly  
● Coordinate IT support services and computer maintenance.  
● Maintain all related paperwork for State Child Care Licensing.  
● Record, process and maintain requested meeting agendas and meeting minutes.  
● Coordinate HR support for administrative office and center offices  
● Receive, track and monitor inventory.  
● Process maintenance work order requests  
● **Complete other related activities and duties as assigned.**

POSITION SPECIFIC DUTIES

● Support Director and finance/accounting staff in tracking non-federal share.  
● Support Director and HR staff in Recruitment, Onboarding and HR documentation.
● Support Director and Content Managers in dissemination of information for training and Community events
● Assist Nutrition Manager with the Child and Adult Care Food Program (CACFP) paperwork to ensure accurate record keeping and timely submission for reimbursement
● Assist Director in organizing all Items needed for the BOD and PC meeting

Physical Responsibilities:
● Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms.
● Occasional lifting up to 40 pounds, stooping, bending standing and reaching.
● Frequent sitting for long periods using computer keyboard, telephone and other office machines.

MINIMUM QUALIFICATIONS:
● Education: High School/GED Diploma
● Experience: Two years’ experience in customer service, administration and/or office management
● Skills: Bilingual; Excellent oral and written English and Spanish; office procedures; Office 0365; XCELL.
● Competences:
  • Professional: Interpersonal Relations, Problem Solving, Attention to detail, Time management, Ethic, Teamwork, Community Approach.
  • Technical: Office Procedures, Computer and Technology Management.
● Other: Must have valid driver’s license, personal vehicle, and liability insurance.

PREFERRED QUALIFICATIONS
● Associate Degree in Office Management, Administration, or related field.
● Experience in Office of Head Start operations
● Experience in Human Resources Management, Business Management or related field.

Special Considerations:
Other employment requirements include the following:
  1. All EHS employees must pass a mandatory criminal background check before hire and every five years thereafter.
  2. Upon hiring, applicant must undergo a health examination and any state required communicable disease testing and screening.

Employment is conditional pending satisfactory results of all required tests and background checks.

To apply: Please send resume and application to HR@urbanstrategies.us