



## **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](mailto:HR@urbanstrategies.us)

