



Position Description: SCREL Hub Administrative Assistant

Classification: Non-Exempt

Type: Part Time

Reports to: SCREL Hub Program Manager

Date: July 2024

Pay Range: \$23-\$31 per hour DOE

Summary/Objective

- The South Coast Regional Early Learning (SCREL) Hub is one of 16 early learning hubs across the state of Oregon. From Reedsport to Brookings, we support the alignment of services for young children and their families, so they have the resources they need to thrive. Southwestern Oregon Workforce Investment Board (SOWIB) serves as the fiscal backbone for the SCREL Hub.
- The Administrative Assistant is responsible for providing comprehensive support across the SCREL Hub. Reporting directly to the SCREL Hub Program Manager, this role involves diverse tasks aimed at ensuring operational efficiency.

Responsibilities:

- **Communication Management:**
 - Monitor SCREL Hub general email inbox, main phone line, and PO Box.
 - Answer general phone inquiries and emails professionally, providing timely responses or directing queries to the appropriate staff members.
- **Governance Documents Compilation:**
 - Compile all necessary documents for governance meetings, including financial reports, program updates, and strategic plans.
 - Collaborate with department heads to gather relevant information and reports for inclusion in governance materials.
 - Ensure the timely distribution of governance documents to members prior to meetings, maintaining confidentiality and accuracy.
- **Meeting Support:**
 - Meeting Support for Governance Council and other SCREL Hub Coordinated Meetings including;
 - Virtual meetings: monitor meeting chat, waiting rooms, tech support, and notetaking etc.
 - In person meetings: booking meeting spaces, ordering food, printing materials, and notetaking.
- **Staff Support:**
 - Provide Administrative Support to SCREL Hub Director, Program Manager, Community Engagement Manager, and other SCREL Staff as necessary.
 - Assist staff members as needed, including purchasing, travel arrangements, meeting scheduling, and event coordination.
- **Purchasing**
 - Coordinate purchasing process for SCREL Hub Staff needs including creating Purchase Orders, invoices, check requests, credit card reconciliation, and monitoring balances of credit cards.
 - Collaborate closely with the SCREL Hub Program Manager and Controller to verify credit card transactions for proper documentation and coding.
- **Reporting and Data Entry**

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- Work with SCREL Hub Program manager to compile reporting information for reports to the Department of Early Learning and Care and other funders.
- Data entry of surveys, in kind tracking, enrollment data, and other reporting support as needed.
- **File and Inventory Management**
 - Maintain SCREL Hub online file organization in Basecamp, Dropbox, and other platforms and systems as needed.
 - Tracking, management, and organization of supplies and resources in inventory
- **Supervisory Responsibility:**
 - N/A
- **Work Environment:**
 - This position may be remote, hybrid, or in office. While performing the duties of this job, the employee regularly works in an office setting and with a diverse population. The primary office location is Coos Bay.
 - Position is part time for 20-30 hours a week.
- **Travel**
 - This position may require local and regional travel across Coos, Curry, and Coastal Douglas Counties.

Required Skills and Experience:

- Proven experience (4+ years) in office management, or administrative support.
- Proficiency in Microsoft Office Suite, Outlook, and other platforms is a plus.
- Strong organizational and multitasking abilities, with keen attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and collaboratively within a team.
- Willingness to learn and problem-solve.
- High level of integrity and commitment to confidentiality.
- Familiarity with the South Coast Region and Oregon's Early Learning programs and systems is a plus.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes an understanding of the position's requirements, responsibilities, and expectations.

Accepted by: _____ Date _____