



Job Description – Operations Administrative Assistant

Reports to:	Operations Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	November 1, 2019

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: The Operations Administrative Assistant position provides administrative support for Operations and Human Resources functions of Bright Beginnings. The position has the overall responsibility for supporting the daily, monthly, and annual administrative functions of the center.

Essential Duties:

1. Handles sensitive materials and documents, maintaining the highest levels of confidentiality.
2. Provides customer service to organization employees.
3. Provides administrative support in the areas of human resources, operations and facilities management.
4. Performs administrative and clerical tasks.
5. Maintains employee records by ensuring that all employee files are in compliance with OSSE, HeadStart and Department of Labor Standards.
6. Maintains accurate and detailed files of all personnel, including professional development certificates and credits, and all required documents.
7. Updates the HR databases (e.g. new hires, separations).
8. Tracks and enters employee data in ChildPlus, TeachBoost, HRIS system, and other relevant systems.
9. Ensures staff are up to date with required employment documents, exams, certifications, etc.
10. Maintains the enrollment of current eligible staff, and termination of staff in organization-wide benefits and provides notice to staff of eligibility and termination.
11. Performs file audits to ensure that all required employee documentation is collected and maintained.
12. Assists in management of monthly reports to Federal and District government agencies and grantors.
13. Assists in the preparation for all OSSE annual inspections and in the licensing renewal processes.
14. Processes employees' requests and provides relevant information.
15. Responds to personnel questions, including payroll requests, benefit requests, leave requests in a timely manner.
16. Assists the Human Resource Manager in posting job ads on careers pages.
17. Assists with orientation and the onboarding processes for new employees.
18. Assists with the maintenance of classroom and office equipment, supplies, and inventory.
19. Manages the department's telephone center and addresses queries accordingly.
20. Serves as a member of the administrative assistants' pool.
21. Other duties as assigned.

Qualifications:

1. Mission and culture alignment;
2. Baccalaureate degree preferred in human resources, public administration, or relevant field. Associate degree may be substituted with a minimum of 2-3 years of experience and/or training in human resources, administration services or facilities management;
3. Hand on experience with HR software, like HRIS or HRMS;
4. PC literacy and experience with MS Office applications;
5. Excellent organizational, time management and communication skills;
6. Ability to work independently;
7. Bilingual in Spanish or Amharic (speaking and writing) preferred, but not required;
8. Ability to be prompt to all home visits and demonstrate deference for families;
9. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
10. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
11. Must maintain training and professional development credits current;
12. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
13. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
14. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE