



## JOB DESCRIPTION

---

<b><u>TITLE:</u></b>	Early Education Program Assistant
<b><u>CATEGORY/DEPT:</u></b>	Early Education
<b><u>REPORTS TO:</u></b>	FCCHEN Program Manager
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Full-Time, Non-Exempt

---

### **AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

### **JOB SUMMARY:**

The Early Education Program Assistant works under the supervision of the FCCHEN Program Manager to provide clerical support to the Allies Early Education program eligibility and enrollment team, and provide consistent, professional coverage of the reception desk as needed.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Provide departmental administrative support**

- Support enrollment and recertification process: manage enrollment team calendars; schedule initial and recertification appointments for families; conduct employment verification; distribute recertification packets
- Conduct recertification meeting with families
- Enter all pertinent family demographic and child outcome data in database(s)
- Keep track of availability of early education slots; monitor waitlist/follow up on families' continued interest
- Assist with attendance administration
- Process family fees, invoices, credits and adjustments
- Send Notices of Action to families as needed
- Support internal file reviews, monitoring follow-up items and communicating with relevant parties
- Provide written and oral translation support as needed
- Provide receptionist coverage as needed (estimated 2 hours/day)

#### **Other**

- Other duties as assigned
- May be required to work evenings and weekends as needed
- Comply with all applicable federal, state and county regulations

## **QUALIFICATIONS & EDUCATION:**

- High school graduate or equivalent; AA or BA a plus
- Bilingual in English/Spanish (written and verbal) required
- Ability to communicate effectively
- Customer service and/or recruitment/promotional experience preferred
- Pleasant, professional speaking manner on the phone and office experience; professional personal presentation
- Experience working with diverse groups and populations
- Basic computer skills required – Word, Excel, Outlook, etc.
- Experience with California Department of Education, Head Start, Early Head Start, a plus
- Ability to effectively organize and plan; strong organizational skills
- Self-starter; detail oriented
- Commitment to continuous development and quality improvement
- Flexible and collaborative with a demonstrated commitment to teamwork
- Be passionate about learning and curious about issues affecting children and families
- Dependable and reliable
- Able to thrive in a fast paced environment
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment and proof of immunization for pertussis, measles and influenza (can decline)
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization’s effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*

**Full benefits package** offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, personal days for anniversary of employment and birthday.

**FOR CONSIDERATION:** Send cover letter and resume to [hr@alliesforeverychild.org](mailto:hr@alliesforeverychild.org)