



Title: Administrative Assistant
Status: Full-Time / Non-Exempt
Supervisor: Executive Director
Salary: \$38,000-\$42,000/annually
Schedule: 8:15am-4:45pm, Monday-Friday (occasional weekend and afternoon hours events)
Benefits: Employer-paid health insurance (including vision and dental), paid vacation and sick leave, and 11 additional holidays, 7% retirement contribution annually.

The Guilford County Partnership for Children (GCPC) is a local nonprofit strategically directing over \$18M annually for young children and families in Guilford County. The majority of our funding comes from state and federal funding through contracts with the NC Partnership for Children (NCPC) and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate, and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. Our mission is to partner with families, early childhood educators, and our community to support the diverse needs of children, prenatal to age five, ensuring their success in school and in life.

SUMMARY

The Administrative Assistant is the first point of contact for individuals connecting with GCPC (in-person or by phone). This team member embodies professionalism, multitasks with ease, and consistently delivers outstanding customer service.

RECEPTION MANAGEMENT

- Greets visitors and directs them appropriately.
- Answers and screens phone calls in a professional manner.
- Manages incoming and outgoing mail and packages.
- Maintains a tidy and welcoming reception area.
- Manages reservations calendar for conference room.

TEAM SUPPORT

- Assists colleagues with administrative tasks as needed.
- Collaborates with other departments to support organizational goals.
- Serves as a liaison between internal teams and external contacts.
- Assists with data entry, filing, and other clerical tasks as assigned.
- Ensures a safe, healthy, and functional workplace.

NC PRE-K SUPPORT

- Schedules appointments for NC Pre-K families to complete in-person applications.
- Assists the NC Pre-K team with communications support (in person, by phone, and via email).
- Supports the NC Pre-K Committee before, during, and after scheduled meetings.
- Processes NC Pre-K applications as needed.

