Title:	**Administrative Assistant**
Status:	Full-Time / Non-Exempt
Supervisor:	Director of NC Pre-K
Salary:	$38,000-$42,000/annually
Schedule:	8:15am-4:45pm, Monday-Friday (occasional weekend and after 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, a Bilingual (English/Spanish) team member, 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.

OTHER PROGRAMMATIC SUPPORT

- Provides data entry support for monthly attendance reconciliation.
- Supports Data Entry Specialist with registration for Dolly Parton's Imagination Library.
- Provides administrative support for the Director of Smart Start Investments.
- Provides administrative and project support to the Director of Communication and Outreach.

REQUIREMENTS

- A friendly and professional demeanor with the ability to provide outstanding customer service.
- A proactive and enthusiastic approach to work, with the ability to collaborate effectively and contribute to team culture.
- Ability to communicate on the phone in a friendly and professional manner, relay information clearly, and take accurate messages.
- Ability to operate a multi-line telephone system, including routing calls to the appropriate departments, monitoring auto-attendant messages, and coordinating with the IT vendor to make necessary updates to the phone system.
- Ability to manage multiple tasks simultaneously, prioritize work effectively, and maintain accuracy and attention to detail in administrative duties without a high degree of supervision.
- Capacity to work well with colleagues and external contacts, demonstrating tact, discretion, and diplomacy in interactions.
- A commitment to GCPC's Values.
- Flexibility to adapt to changing priorities, procedures, and work environments, including the ability to handle occasional unexpected situations calmly and efficiently.

MINIMUM QUALIFICATIONS

- Bilingual English/Spanish required. Additional languages spoken will be given priority.
- Associate degree in business or related field preferred.
- Minimum of two years of administrative support experience
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint, Teams)
- Strong verbal and written communication skills
- Must have reliable transportation and the ability to lift up to 25 pounds.
- A valid North Carolina Driver's License is required.
- Preference given to applicants who reside in Guilford County.

The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.