



## Job Announcement **Agency Secretary**

Extended Child Care Coalition of Sonoma County is actively seeking qualified candidates for the position of Agency Secretary.

### **About Extended Child Care Coalition**

Since 1978, Extended Child Care has provided high quality before school, after school and summer programs on elementary school campuses in Sonoma County. ECC currently operates programs on seven elementary campuses in the Wright, Mark West and Windsor school districts serving over 400 children. Extended Child Care is committed to assisting each school-age child in obtaining life skills by providing quality, year-round learning programs while supporting families and school districts.

### **Job Description**

The Secretary works part-time, 25 hours per week, under the direct supervision of the Office Manager. The Secretary performs highly responsible and complex secretarial responsibilities while supporting agency staff in a variety of clerical and support duties. The Secretary assists in office administration, billing, bookkeeping, childcare enrollment and maintaining client files.

### **Responsibilities**

Provide agency administrative support and perform tasks necessary for the successful operation of the agency. Please refer to the **Agency Secretary Job Description**, at <https://docs.google.com/document/d/1eu0rdgGOiUQaGfWNB1fCfviTSI7MQdHF/edit?usp=sharing&oid=107915322772512751762&rtpof=true&sd=true>, for more details regarding the duties and responsibilities of the position.

### **Minimum Qualifications**

- A high school diploma or equivalent required, AA preferred
- Minimum of 3 years of experience in an office setting
- Intermediate computer skills
- Knowledge of Microsoft Office, Google Docs, Zoom
- Exceptional organizational skills & multi-tasking abilities
- Excellent written and oral communication skills
- Commitment to shared decision making and teamwork
- Experience handling highly sensitive data and information like client records, and organization announcement not yet public
- Background Check
- Valid California Driver's License

## **Desirable Qualifications**

- Knowledge of California Department of Education and the Department of Social Services Child Development funding and programs
- Advanced computer skills
- Self-driven to learn and seek out work when requests are light
- Bilingual in English and Spanish

## **Ability To**

- Learn and apply school agency policies and procedures with good judgment while independently carrying out a variety of secretarial procedures
- Compose correspondence independently
- Maintain a professional demeanor. Interact with a wide variety of personalities and situations with tact, friendliness, and good judgment.
- Ability to work independently
- Quick-thinking and thorough – ability to complete actions items on a moment's notice

## **Physical Demands**

- Must be able to clearly communicate verbally
- Must be able to do phone or computer work for blocks of time. Must be able to lift and move paperwork and files, up to 20 pounds.
- Regularly required to sit, use hands to move objects, operate keyboard, reach with hands and arms, stoop, kneel, crouch, speak and hear

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Compensation & Benefits**

Extended Child Care Coalition offers a competitive salary and benefits package to our employees. The Secretary works part-time, 25 hours per week, under the direct supervision of the Office Manager. The salary is \$21.75 per hour to start. Following completion of a successful introductory period, typically 3 months, the salary moves to \$24.17 per hour. The benefits package includes:

- 401K Plan with Employer Match
- Paid Time Off for illness/vacation
- 529 Plan
- Health/dental/vision coverage
- Long Term Disability and Life insurance
- Holiday pay
- In-service training and professional development
- Free School-age childcare for employee's children
- Supervision and support network

## **To Apply**

Review our website [www.extcc.org](http://www.extcc.org) to ensure that our mission and services are a good match for you.

Interested candidates should send a Cover Letter, Resume and 2 Current Letters of Reference (within one year) by email to [colleen@extcc.org](mailto:colleen@extcc.org) with subject line: *Agency Secretary search, (first initial and last name)*. No phone calls, please. Position will remain open until filled.

*Extended Child Care Coalition is an equal opportunity employer and prohibits discrimination based on race, religion, gender or sexual preference.*