

JOB DESCRIPTION

POSITION:	Office Coordinator
PROGRAM:	Early Childhood Education (ECE)
STATUS:	Non-Exempt, Full-Time
Reports to:	Program Director
Pay Rate:	Hourly \$18.00 - 20.00

Organizational Background:

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

Key responsibilities:

Under the general direction and supervision of the Director of Early Childhood Education, the office coordinator serves as an office liaison between the ECE program director and manager, and the families served by our program.

Essential duties and responsibilities:

This position consists of a great deal of data entry and management including but not limited to:

- Supports families with the completion of the enrollment packets, including the Meal Benefit Form and Child Development -9600 form.
- Enters family data in ChildPlus ®, and updates Ensures files are kept up to date and confidential.
- Supports the certification and re-certification of enrollment of 83 families and recruitment of families to include establishing a healthy waitlist.
- Supports by gathering file documentation and handing it to the Program Director for review; this includes a copy of a child's Individualized Education Plan/Individualized Family Service Plan prior to the child's entry date to the program.
- Works with the Program Director to implement outreach activities.
- Prepares the Notice of Action with the guidance of the program director, to families at certification, re-certification and as needed per regulation.
- Supports the program director with providing resources to families.

Food Program Responsibilities

- Supports the Program Director with ordering of the children's food/beverage and ensures food items are reimbursable.
- Supports kitchen staff as needed with putting food away as needed.

Office Responsibilities:

- Collects all invoices sent by vendors and submits them to the program director for review and approval.
- Updates resource file in the share drive/google docs to ensure all ECE staff have access to community resources.
- As needed, may support in the classroom and/or kitchen.
- Other duties as assigned.

Knowledge and Skills:

- Able to work with families who are under-represented under-served.
- Understanding and knowledge of the Boyle Heights culture and community being served. Shows empathy and understanding towards families.
- Attention to detail
- Demonstrates the ability to take on job responsibilities, exercises initiative, and contributes to a harmonious work environment.
- Able to work cooperatively and constructively with other adults.
- Good written and oral communication in English and Spanish.
- Excellent customer service skills; shows empathy and understanding towards families.
- Familiarity with the California Department of Education and California Department of Social Services Terms and Conditions; California Community Care Licensing regulations and the Child, Adult Care Food Program (CACFP).
- Familiarity with using the ChildPlus ®, Child Development Management Information System (CDMIS).
- Able to work using Microsoft applications and Google Docs.
- Office Skills

Physical abilities:

There may be instances where the individual will carry items weighing 15 – 20 lbs. Will at times twist at the waist, bend using knees, and reach overhead. Candidates will be on the computer approximately 85% of the time. If accommodations are needed, please notify human resources.

Education/ Experience:

- Associate degree or higher in early childhood education, child development, business administration or related field; (or) five years of experience in office management and/or early childhood education
or
- A high school diploma, with at least 12 units in early childhood education, child development or related field and remain enrolled in a post – secondary institution to show completion of further courses leading up to a degree.
- Experience working with under-served communities and with families with a high needs and/or trauma.

Prior to hire, the following must be completed and proof of completion received by Proyecto Pastoral:

- Clear criminal record with the Department of Justice and California Department of Social Services following a fingerprint screening.
- Must have an expunged clear record even for prior minor infraction.
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description.
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families.
- Proof of the COVID-19, MMR and Tdap vaccines.
- Proof of an up-to-date pediatric CPR/1st Aid and Health & Safety certificate for childcare, or
 - Obtain a certificate within the first 6 months of hire.
- Use of an automobile with proper insurance coverage and valid California driver's license.
- Current identification card: Driver's license, or valid identification card issued by the State of California or valid work visa.

To Apply:

Interested applicants should send resume and cover letter to hr@proyectopastoral.org with subject line "Office Coordinator."

Statement of Non-Discrimination:

Proyecto Pastoral is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.