



JOB ANNOUNCEMENT

Administrative Associate—Special Projects

Education and Qualifications:

- Two years of experience in a professional capacity in subsidized child development programs.
- BA/BS Degree in Child Development or a related field
- Ability to work well with people and a sensitivity to the needs of children and families.
- Computer skills and knowledge of Windows, Excel and Word at an intermediate or advanced level.
- Ability to correctly and effectively communicate in written and oral English.
- A California Driver's License, daily use of an automobile, and automobile liability insurance.

Preferred Qualifications:

- Command of Spanish

Responsibilities and Duties:

- Assist in coordinating staff training and development
- Manage all paperwork, invoices, management reports and timesheets for special projects.
- Prepare and arrange Board meetings, including taking minutes at meeting, preparing materials
- Provide assistance to and resolve problems with staff, parents, providers and the community.
- Represent agency at community meetings as directed.
- Assist in the development and implementation of a program evaluation plan.
- Make recommendations for enhancement and changes in department procedures.
- Provide administrative support for Special Projects in areas such as maintaining training calendar and maintaining record-keeping systems
- Develop and maintain individual donor database
- Other duties as assigned.

Reporting Responsibility:

Works under direction of the Executive Director.

Job Specifications:

- Twelve month work year.
- Occasional evening or weekend hours may be required.
- Employment, responsibilities, compensation, or any other factor may be affected by changes in governmental regulations, the agency's contracts, or at agency discretion.

Status and Starting Salary: Full-time, Non-exempt; \$3,000/mo. + Benefits (Medical, Dental and Life Insurance, 403(b) Tax deferred annuity, paid holidays, vacation and sick pay)

Selection Process:

Please visit our website <http://www.cdcla.org> or contact Human Resources at 213-353-1600 x12 for an application. Required documents include CDCLA application, resume, copy of transcripts indicating a Bachelor's degree.

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Phone: 213-353-1600 x12
Email: lindseyw@cdcla.org
<http://www.cdcla.org>

*Making a difference in
the lives of children and
their families*