



Job Posting: Agency Administrative Assistant (part-time 20 hours per week)

Child Care Resource Network is seeking a part-time Agency Administrative Assistant to provide administrative support to the departments of Child Care Resource Network (CCRN) including but not limited to Education and Training, and the Child and Adult Care Food Program (CACFP). Techniques include assisting with events; customer service; use of computer, multi-line telephone and various office equipment; correspondence and maintaining files.

Qualifications and Competencies:

1. Associate's Degree in Business, Human Services, or related field and a minimum of two years of experience working in an office setting, OR High School graduate plus five years of relevant experience
2. Ability to organize and prioritize multiple tasks with attention to detail and without direct supervision
3. Customer service orientation for both internal and external customers
4. Excellent human relation skills as well as the ability to communicate, orally and in writing, with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County
5. Proficiency in Microsoft® Word, Excel, and Outlook
6. Available to work most Tuesday and Thursday evenings, occasional Monday or Wednesday evenings, and some Saturdays.

Additional preferred competencies:

1. Proficiency in Microsoft® Publisher & Access or other database
2. Knowledge in child care and education
3. Multilingual in English and Spanish or other languages that would support servicing our customers
4. Valid NYS Driver License

Compensation:

The starting pay for this position is \$12.00 per hour.

Benefits:

- Family friendly culture including: free help finding child care, Babies At Work, and a Breastfeeding Friendly Workplace
- Flexible Scheduling
- A work environment of passionate individuals dedicated to achieving high-quality care and learning experiences for all children
- Buffalo Business First Best Places to Work Employer

To apply submit resume and salary requirements to rgietz@wnychildren.org. Preference will be given to resumes received by April 8, 2018. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, sexual orientation, national origin, age, status as a Vietnam-era or special disabled veteran, marital status, disability, victims of domestic violence, genetic predisposition or any other legally protected category.

Child Care Resource Network is a not-for-profit agency that promotes quality, affordable, accessible care and learning for all children by supporting and empowering families, caregivers, education professionals, and employers in Buffalo, Erie County and WNY. To learn more visit our website at <http://www.wnychildren.org>