

Economic Opportunity Program Inc. Job Vacancy Announcement

650 Baldwin Street, Elmira NY 14901 607-734-6174

Position: Administrative Assistant

Distributed To: In-House/DOL

Posted On: 08/23/2020

Location: EOP Birth to Five School Readiness Program

Base Rate Of pay: \$13.26/hr.

Closing date for Receipt of application/resume: 9/6/2021

Send To: Amy Willette
650 Baldwin Street
Elmira, NY 14901
awillette@cseop.org

Job Description:

Administrative Assistant needed for comprehensive multi-disciplinary Early Head Start/Head Start program. A minimum of a High School Diploma and 2 years administrative experience required. Full-time (40 hrs/week), 12-month position. Benefits are available: health, dental, vision, 403b with match.

Send letter of interest, resume, EOP employment application, copy of diploma and/or college transcripts, certificates and 3 letters of reference to: EOP Birth to Five School Readiness Program, attn.: Amy Willette, 650 Baldwin Street Elmira, NY 14901.

Job Responsibilities include but not limited to:

- Administrative support, data entry and other clerical duties as assigned
- Complete intakes and follow-ups with families and community based agencies to obtain proper documentation to complete applications.
- Attend community and agency based outreach events as needed.
- Adheres to and enforces all Head Start Standards, NYS OCFS Regulations, and EOP Policies and Procedures.

Transportation and a clean valid driver's license is required.