PACE Head Start is hiring for an Administrative Services Assistant

COME JOIN OUR PACE HEAD START TEAM!

ADMINISTRATIVE SERVICES ASSISTANT
E-mail a cover letter, resume and the name of the position you are applying for to: hrjobapplications@paceinfo.org.

We are looking for candidates with a passion for working in an early learning environment with the following qualifications and skills:

• Associate's Degree in Business Administration with at least a minimum of (3) years office or related experience necessary;
• Proficient in Microsoft Office Outlook, Word, Excel and PowerPoint;
• Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel;
• Supervisory skills required;
• Ability to prioritize and problem solve;
• Driver's license required;
• Must be able to pass a CORI and DCF background checks.

The Administrative Services Assistant is responsible for managing and supervising administrative support services at both Head Start sites. The Assistant is the liaison between the program and consultants/representatives from software companies providing data management systems utilized by the program. S/he completes monthly billing for USDA and CCFA reimbursements and provides administrative and fiscal support for all program areas. The Administrative Services Assistant also has a key role in updating information about program services on social media sites.

To learn more about the program visit us at: www.paceinfo.org and click on the “Programs” tab.

Head Start and Early Head Start provides family-centered development programming for over 264 income-eligible families with children from birth to age 5 living in the Greater New Bedford area.

Excellent benefits include paid vacation time, personal time, sick time, and holidays; low-cost health insurance, dental, vision plans, and no-cost life insurance.

SALARY: $16.47 – $19.51/hour, 35 – 40 hours per week, depending on funding, 48 – 52 weeks per year

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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