

P.A.C.E. Inc. HEADSTART IS HIRING AN ADMINISTRATIVE SERVICES ASSISTANT

JOB POSTING

P.A.C.E, INC. HEAD START PROGRAM

ADMINISTRATIVE SERVICES ASSISTANT

Salary: \$16.14 – \$18.64/hr., 35 – 40 hrs. per wk., 48 – 52 wks. per yr.

Requirements:

Associates Degree in Business Administration, or equivalent experience. Minimum of three (3) years office or related experience. Proficient in Microsoft Office Outlook, Word, Excel and PowerPoint. Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel. Ability to prioritize and problem solve. Driver's license required. Must be able to pass a background record check.

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.

Benefits: Low cost Health, Dental, Life and Vision Insurance

are available. Excellent compensation for vacation time, personal time, sick time and paid holidays.

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

The Deadline to apply: Monday, February 12, 2018

Send cover letter and resume or application to:

P.A.C.E., INC.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources