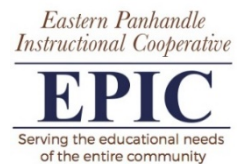


Notice of Job Vacancy #22-046



Posting Date: November 11, 2021

Position: Full-time Head Start / Early Head Start Administrative Assistant

Employment Term: 240 days per fiscal year

Location: The EPIC Administrative Office – 109 S. College Street, Martinsburg, WV 25401

Salary: Based upon the EPIC Service Pay Scale as a Service Coordinator

Qualifications:

1. Minimum high school diploma or equivalent
2. Minimum 3 years of experience as an administrative assistant – preference given to those who have experience working with WVEIS.
3. Outstanding organizational and time-management skills.
4. Outstanding interpersonal skills with the ability to work with diverse populations.
5. Proficient in all Microsoft programs.
6. Proficient in or willing to quickly obtain proficiency with these computer-based programs: WVEIS, WOW, WV Cares, Payment Management System, Office of Head Start programs, WV STARS, MyHeadStart, Bus Operator Certification, Bus Driver Clearinghouse, and American Heart program. (Training will be provided.)
7. Working knowledge of the Head Start / Early Head Start programs.
8. The ability to maintain confidentiality of student and staff data.
9. Proof of full COVID-19 vaccination

General Overview: The selected candidate will provide extensive administrative support to the Head Start and Early Head Start programs as assigned by the director. This is an essential role that requires a great deal of flexibility and organization. Further, the selected candidate must be an excellent multi-tasker who is professional and able to work well with a variety of staff members, families, and program partners.

Duties / Responsibilities:

1. Assist the Head Start / Early Head Start programs in all administrative areas as assigned by the Head Start Director
2. Demonstrate verbal and written competency in the English language.
3. Maintain the utmost confidentiality in all program areas
4. Fulfill all requirements associated with Federal grants and state agencies including but not limited to:
 - a. Completing and submitting Federal reports
 - b. Scheduling background checks in WV Cares
 - c. Maintaining the bus driver certification data
 - d. Notifying staff members of random drug testing
5. Enter student enrollment, attendance, and immunization data into WVEIS and WOW as assigned
6. Enter financial data into WVEIS as assigned
7. Maintain current program inventory
8. Invoice counties as needed
9. Track p-card purchases and pay bills as assigned
10. Review timesheets and travel reimbursement before coding and submitting for payment
11. Track tuition reimbursement applications and payments
12. Register staff members for various programs and trainings
13. Work with vendors for services needed including opening purchase orders, requesting W-9s, making payments, etc.
14. Notify EPIC HR when positions need to be filled and assist with onboarding new hires
15. Maintain employee personnel files to ensure all current information is on file
16. Perform additional duties as assigned

Reports To: Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the Early Head Start/Head Start/Pre K Policy Council and EPIC Regional Council

Start Date: To be determined, pending approval process. Anticipated start date January 3, 2022.

Application Process for Current Employees: If your application or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft.

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Search Soft https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808
If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:

EPIC

109 South College Street

Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director

2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvsc.org

3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration until the position is filled.