

Roles & Responsibilities for Administrative Support Assistant, Early Learning

1. Establish position as point of information for Early Learning Supervisor and designated team; respond to internal and external requests for program information;
2. Communicate with Early Learning team and outside agencies via phone, email, teleconference, and virtual meeting platforms;
3. Develop awareness of team workflow; produce attendance lists, registrations, and training data as requested
4. Arrange priorities under changing circumstances, tasks, and deadlines; utilize time-management skills to accommodate requests of Early Learning Supervisor, Early Learning Team, and the DECE
5. Maintain professional relationship with the DECE team and other outside agencies/stakeholder
6. Develop and maintain a comprehensive records management system to document Early Learning programs, projects, and initiatives, including policies and procedures, assessments/evaluations, correspondence, reporting, staff training records, etc.;
7. Attend all meetings to document points discussed; prepare meeting notes for approval; distribute notes to participants and/or other stakeholders
8. Schedule meetings and training sessions, virtual and on-site; maintain calendar of events; reserve meeting locations through internal system
9. Prioritize clerical responsibilities such as drafting memos; developing spreadsheets for presentation of data; responding to calendar invites; checking e-mail correspondence; distributing information, verbally and in written form, to the DECE staff and other stakeholders;
10. Provide additional support to Early Learning Supervisor as requested