

Our Little Village Administrative Assistant

JOB SUMMARY

The Administrative Assistant at Our Little Village Learning Center serves as the primary point of contact at the front desk, warmly greeting families, children, visitors, and staff.

This role includes paper and digital record keeping, contact with current and prospective families and staff members, and general support for the operations of OLV.

Our Little Village is Christ-centered and family focused. In the spirit of radical hospitality, all children and families are welcomed to our community. We want to be known for giving parents and fellow staff members more than they expect. We believe in the power of community, and partner with other programs on Harmony Hill, as well as like-minded organizations throughout the Watertown area. The actions and attitude of the Administrative Assistant should reflect these priorities.

The ideal candidate must have strong organizational and project management skills. The ability to identify and anticipate needs of the organization is vital. Strong communication skills, both verbal and written, are essential. The role requires a great deal of computer work, including scanning and entering data, managing accounts and receiving payments, and preparing documents.

While this role is not classroom based, all employees of Our Little Village should be prepared to help in classrooms temporarily if necessary. The Administrative Assistant is a part-time role, but could be full-time if combined with classroom or kitchen duties.

PREFERRED HOURS:

7 am-noon, Monday-Friday, excluding holidays.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Maintain positive relationships with families, children, staff, and the community.
- Answer phone calls and communicate with families, community members, and prospective families.
- Assist the Executive Director with the day-to-day operations, including record-keeping, billing and payments, staffing, and supply inventories.
- Help coordinate special events, intergenerational program planning, and class field trips when needed.
- Assist with coordination of substitute teachers.
- Assist with the management of social media and the OLV website.
- Must have the ability to maintain confidentiality and guard sensitive information.
- Other duties as assigned to support the operations of Our Little Village.

QUALIFICATIONS

- 3-5 years of previous administrative assistant experience is preferred.
- Ability to handle multiple projects simultaneously within established time constraints, without losing focus.
- Strong computer skills; including Microsoft Office Suite and Google Suite products.
- Strong oral and written communication skills.
- Highly organized with the ability to quickly learn and develop procedures.
- Strong attention to detail.
- Ability to demonstrate strong critical thinking and problem-solving skills.
- Professional demeanor required with confidentiality and discretion.
- Capacity to handle tight deadlines and last-minute changes, adapt quickly while remaining flexible, without sacrificing detail.
- Work professionally with customers and co-workers to efficiently serve our community, treating both with enthusiasm and respect.
- Demonstrate initiative to work independently and as a member of a team.

PHYSICAL DEMANDS

- Ability to see, speak, and hear.
- Frequent sitting and use of hands and fingers to handle, feel, or reach.
- Frequent standing and walking.
- Frequent lifting of up to 25 lbs.
- Occasional need to climb, balance, kneel or crouch.
- Vision abilities include distance and close vision
- Ability to help in classrooms to care for children if needed.

WORK ENVIRONMENT

- Work is primarily performed in an indoor front desk environment, with occasional classroom assistance.