



Transforming Parents' Lives. Improving Children's Futures.

Learning Center Administrative Assistant

The Warren Village Learning Center serves children ages 6 weeks to 10 years old in a comprehensive, high quality early learning environment. The Learning Center is a Colorado Shines 4 Star recognized Center. Our teaching teams are dedicated to providing a supportive and nurturing learning environment that helps foster the development of the whole child. Warren Village places a strong emphasis on teacher training and application of Conscious Discipline®, an innovative social-emotional learning and classroom management program designed to give teachers the discipline skills they need to address the emotional and social issues of children. The Administrative Assist completes a variety of clerical and office duties for the center.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential functions:

- Acts as Learning Center Receptionist, welcoming all visitors. Assures entry into Center is by appropriate and approved clients, vendors and personnel. Secures entry doors.
- Answers LC main telephone line and directs caller appropriately.
- Provides photocopying and distribution services.
- Ensures that copy machines remain operational (clearing jams, adding toner, ordering supplies (through appropriate personnel, etc.)
- Types routine correspondence; such as reports, memos, letters and other documents using word processing, spreadsheet, database or presentation software., provides data entry services.
- Maintains filing system (creating, updating and forwarding files, etc.) File and retrieve documents, records and reports.
- Collates general information as required.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Creates memos, letters and flyers for staff/families regarding upcoming events.
- Provides logistical support for meetings e.g. schedule and prepare the room.
- Data entry of child and family information. (i.e. COS)
- Print out reports, sign in sheets, and Records of Meals (ROMS)
- Monitor and track onboarding for new staff
- Organize, calendar, provide sign-ins, attendance certificates as appropriate and set up agenda and space for WVLC administration and staff meetings under direction and supervision of LC Director
- Assist with event planning for LC.
- Assist with database management:
 - QRIS-Help keep website updated.
 - ATS-Assist parents with attendance tracking
 - Dashboard-system where current documents live, download head count sheets, etc.
- Staff file Excel spreadsheet. Documentation and expirations of training and required paperwork

Minimum Requirements:

- High School Diploma or equivalent required.
- One-year related experience and specialized skills in Microsoft Office.
- Minimum worked processing speed of 40 W.P.M.
- Ability to give full attention to what other people are saying and to actively look for ways to help people.

Salary & Benefits: \$18 - \$22 per hour DOE. Attractive benefit package including medical, dental, and vision insurance as well as a company contributed Health Savings Account and a Flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **LC Administrative Assistant**.

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.