

**Nevada Association for the Education of Young Children  
T.E.A.C.H. Early Childhood® Nevada Administrative Assistant**

**Purpose:** The T.E.A.C.H. Early Childhood® Nevada Administrative Assistant assists the T.E.A.C.H. Early Childhood® Counselor(s) and Director with record keeping and clerical duties associated with program recruitment and administration. The Administrative Assistant reports directly to the T.E.A.C.H. Early Childhood® Director. This is a non-exempt position.

**Qualifications:**

1. Two years of college course work, preferably in business or accounting.
2. One year work experience in human services or early childhood field.
3. Excellent communication skills.
4. Computer literate; proficient in Microsoft Word, Excel, PowerPoint, and Publisher. Databases experience a plus.
5. Ability to work well with a diverse group of people.
6. Detail oriented and exceptional organization skills a must.
7. Comfortable working with numbers and efficient in basic math.
8. Ability to compose and proof professional letters, emails, and notices.
9. Ability to work well and complete tasks with little supervision.
10. Demonstrate the ability to effectively problem-solve and work in a team environment.

**Job Responsibilities:**

1. Requisition supplies for the T.E.A.C.H. Early Childhood® Project.
2. Compile and mail recruitment packets and information as requested.
3. Assist Counselors with mailing of all notices and forms to scholarship participants and their employing agencies.
4. Review and update recipients' files and note problems for Counselors.
5. Record all calls to students and child care centers on the Record of Contact.
6. Secure adequate and accurate information to make appropriate payments to the scholarship recipients, the sponsoring center, and the community colleges.
7. Create, track and record appropriate payable requests for each payment/bill.
8. Track all payments made and received.
9. Work closely with accounting to ensure complete and accurate financial record keeping.
10. Review unpaid bills monthly and follow up as per procedure.
11. Enter data on all scholarship recipients and participating child care programs.
12. Ensure that the T.E.A.C.H. Early Childhood® Database contains correct, up-to date information.
13. Treat information on NevAEYC and T.E.A.C.H. Early Childhood® Nevada clients (individual people and organizations), staff and Board members in a confidential manner.
14. Perform other duties as requested by the Counselors and Director.
15. Review and process scholarship applications against eligibility requirements.
16. Give general program information over the telephone.
17. Compile, distribute and direct all incoming and outgoing mail and correspondence.
18. Prepare and maintain files for scholarship recipients and sponsoring programs.
19. Maintain an effective and orderly filing system.

Please email resume and cover letter to [wleathers@dwss.nv.gov](mailto:wleathers@dwss.nv.gov). The deadline to apply is December 9, 2009. Interviews will take place the week of December 14<sup>th</sup>.