

Administrative Assistant, Early Childhood Center (ECC). This a full-time position and reports to the ECC Office Manager.

Major responsibilities are collaborating with the Office Manager in supporting the administrative functions of the ECC., assisting in the day-to-day operations of the office including answering phone calls, responding to e-mails, preparing flyers and mailings, maintaining student files, collecting required forms for registration, ordering supplies and other items needed for the classroom. Also, responds to preschool inquiries, organizes ECC substitute teachers and supports the work of the Early Childhood Parent Committee.

Qualifications include:

- proficiency in computer skills, including Word, Excel, Power Point and Publisher
- love and respect for children
- strong communication and interpersonal skills
- strong organizational skills
- team orientation

Benefits include health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

E-mail résumé, cover letter and salary requirements to jobs@jccgw.org.