

Judy Center Clerical Assistant - Beall Elementary and South Penn Elementary
25 hours per week at the rate of \$11.19 per hour
Grant Funded

General Job Description: Perform routine clerical and administrative functions for two Judy Center office locations. Responsibilities to include but not limited to drafting correspondence, scheduling appointments, providing information to callers, organizing files, maintaining databases and financial records.

Task and Responsibilities:

- Manage the office phone and direct callers as necessary. Document phone conversations and communicate the information to the correct Judy Center or school employee.
- Compose, type and distribute meeting notes, routine correspondence, and reports.
- Create and distribute event flyers and newsletters as directed by Judy Center Coordinators.
- Order Supplies and generate purchase orders as directed.
- Assist Judy Center staff with family engagement events.
- Assist with Pre-K, Multi-age and Kindergarten Registration.
 - Copy Forms
 - Organize completed forms
 - Enter student information into ASPEN when registration is complete
- Collect program surveys and record results in spreadsheet.
- Maintain accurate financial records. Document all office expenditures and organize program data. Financial records are managed in digital and paper formats.
- Review grant expenditures on a bi-monthly basis with Central Office Staff.

Software Experience Preferred (but not required)

- Microsoft Excel and/or Google Sheets
- Microsoft Word and/or Google Docs