



**Head Start
Administrative Assistant – Full Time
Fond du Lac**

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Head Start Program needs an organized, efficient person who wants to make a difference in the lives of low-income children and families!

Come join a caring team of professionals who love what they do!

The primary responsibility for this position is to provide administrative support and data management to the Head Start staff, maintain files and sustain an efficient businesslike environment.

Responsibilities Include:

- Perform word processing, data base management and spreadsheet applications for staff
- Generate reports as requested, i.e. class lists, attendance reports, program stats
- Maintain records for volunteer hours
- Complete end of month reports, report enrollment numbers to various sources
- Reception duties
- Transportation, education and clerical support
- Office operations, which could include, answer phones, maintain files, filing
- Team support

Job Requirements:

- Excellent communication and organizational skills
- Ability to understand and relate to the needs of low income people
- Proficient with word processing, database and spreadsheet applications
- Ability to produce accurate, grammatically correct and professional documents
- Good at problem solving and possess management skills
- Self-starter, good listening skills, and a positive attitude
- Team player willing to help wherever needed or requested
- Pass a Criminal Background Check and drug screen

Minimum pay is \$14.65/hr. Work schedule is Monday – Friday 1st shift; with occasional evening hours as needed for meetings and gatherings.

Benefits offered include: health, dental, life, STD, vacation, sick and holiday pay, 401k option

Resumes and/or applications, with cover letters, submitted by **5/7/19** will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214