

ADMINISTRATIVE ASSISTANT

Reports to: Operations and Executive Director

Job Description:

The administrative assistant will perform a range of administrative tasks, assisting our educational, finance, and audiology departments. The support of the assistant will directly increase the efficiency of agency operations and will consist mostly of receptionist and project based work.

CEID's mission is to maximize communication potential through early education, family support and community audiology services. CEID was recognized as the 2018 Program of the Year by [California Speech-Language Hearing Association](http://CaliforniaSpeechLanguageHearingAssociation.org). We are incredibly proud of this recognition of our agency and the impact of our services. We continue to meet, and exceed expectations in health care, speech and language/occupational therapy, and educational programs! *To learn more about the work CEID does, please visit our website at: www.ceid.org.*

Job Responsibilities:

- Greet visitors, answer phones and front door
- Assist in collecting patient information and insurance cards for the audiology department
- Open and sort incoming mail
- Organize, scan, and file documents related to finance and program needs
- Devise or adopt office procedures to changing organizational needs
- Provide editing support/document review to all Departments as needed
- Provide program information and administrative coordination; provides follow-up and written resources as needed.
- Supports CEID program communications, as requested, including social media accounts, websites, and updating and distribution of electronic and print materials
- Ensures adequate supplies of CEID materials are maintained and well organized, coordinates materials orders, production, and distribution as needed
- Enters and maintains a variety of data into database, directories, and/or spreadsheets to accurately track community resources and/or program tracking, participation and results, and survey and study data; and prepares statistical and/or summary reports as requested.
- Provides administrative support to members of the management team
- Set-up new student and childcare files and track required forms for licensing and operations; Maintain organized files of enrollment forms and materials for families
- Request information about individual children from appropriate agencies
- Maintain current files on all children (paper and electronic), including creation of student rosters, lists and staff assignments
- Send assessment reports to pediatricians, audiologists, funding agencies as needed
- Assist in preparing files for on-site reviews, self-reviews and audits by various educational agencies

- Ensure removal and recycling of old equipment, ink cartridges, batteries etc.
- Coordinate schedule for use of facility and spaces for meetings and events
- Maintain up to date emergency contact lists, evacuation routes and required postings
- Oversee inventory of emergency supplies (earthquake supplies, first aid supplies) and other agency office supplies as needed

Job Qualifications:

- Proficient with Microsoft Word, Salesforce
- Knowledge of Quickbooks desired
- Strong interpersonal and communication skills
- Skilled at working and multi-tasking in a fast paced and changing environment
- Excellent organizational skills;
- Clear written and verbal skills appropriate for varying situations and audiences
- Demonstrated ability to work independently and as part of a team
- Spanish language skills preferred, Proficiency in sign language a plus

Education and Experience:

- 3 to 5 years of relevant experience in an office setting
- Bachelor's degree from an accredited college or university is preferred.

How to apply:

Submit a cover letter and resume to Anna Phillips at anna@ceid.org