



Neighborhoods for Learning Administrative Assistant – Bilingual Preferred
\$16.83 - \$22.60 per hour
Full Time, Non-Exempt

Background

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership, so all children reach their full potential.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

First 5 Neighborhoods for Learning

Recognized nationally for excellence, the Neighborhoods for Learning (NfLs) are resource hubs supporting children prenatal through age five and their families. NfLs offer Parent and Child Together (PACT) classes and resources for families with young children. Families can access developmental screenings, referrals, parent education, and more in familiar settings.

Position Description

The Administrative Assistant, under the direction of the NfL Administrator, provides administrative and project support for First 5 Ventura County. They provide a welcoming environment and excellent customer service to families, staff, and stakeholders. They support program management, community outreach, and general operations through managing phones and emails; preparing various letters, forms, and documents; filing; managing office supplies/equipment; routing mail; and performing general administrative duties.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

Neighborhood for Learning Program

- Greets and welcomes families (in person, virtually, and over the phone) in a culturally appropriate way
- Responds to requests from the community for general information about F5VC services, programs, activities and resources.
- Provides administrative support to F5VC staff
- Maintains and distributes outreach materials
- Supports enrollment and daily operations, including preparing for class/activities
- Enters data (eg. screenings, demographic, and program) into computer programs
- Processes and receives orders and mail
- Delivers sensitive documents within F5VC and to community partners

- Assists with coordinating events and meetings including developing invitation lists, and managing RSVPs
- Participates in community outreach activities
- Ensures the safety of each child and parent visiting the location whether in the classroom, on the playground, or in the common areas
- Maintains a variety of confidential and non-confidential records (e.g. activity logs, phone logs, community resources, etc.)
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.)
- Supports program evaluation and routinely collects data
- Supports dissemination of pertinent program information to parents and key community partners/stakeholders
- Works collaboratively with F5VC team
- Attends meetings and trainings as required
- Other duties as assigned

Organizational Capacity

- Participates in professional development activities to keep abreast of best practices and trends in for children prenatal to age 5 and their families
- Regularly drives and/or travels throughout Ventura County to perform the above job duties; driving is an essential function of this position

QUALIFICATIONS

Education

High School diploma or equivalent. Associates degree desirable. Knowledge of public/non-profit sector a plus.

Bilingual English/Spanish is strongly preferred.

Experience

1 year of administrative support experience required.

Successful background and criminal clearance required, including but not limited to, California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Department of Motor Vehicles (DMV). Proof of negative tuberculosis test, a valid California driver's license, reliable transportation, and automobile insurance are required. An acceptable driving record must be maintained, as required by our insurer.

Knowledge, Skills, and Abilities

- Experience providing administrative/clerical support
- Ability to interact in a culturally appropriate way, and build relationships with a variety of constituencies, e.g. parents, community partners, and staff
- Effective written and oral communication skills
- Strong attention to detail
- Ability to handle multiple priorities; navigates and is adaptive to ambiguous, fast-paced environments; handles uncertain situations professionally and reasonably; and maintains flexibility to respond to changing circumstances or priorities
- Develops positive working relationships with staff
- Ability to engage with young children and their families in a welcoming, positive manner
- Strong decision making skills with use of good judgment in recognizing scope of authority

- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) desirable. Ability to learn how to use a data base

Work Environment

- Some travel, primarily within the County.
- Requires working some evenings and weekends.
- Work cohesively with the Commissioners, management team, staff, partners, outside vendors, etc.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.
- Due to the pandemic, F5VC currently permits staff to work remotely, and provides necessary equipment to support staff in maintaining social distance. Staff and community meetings are held via Zoom. If staff chooses to work on-site, they are expected to wear a mask and follow F5VC's health and safety procedures, in accordance with health protocols suggested by the Public Health Officer.