

## **EMPLOYMENT OPPORTUNITY FACT SHEET**

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Program Assistant  
**LOCATION:** Malvern Head Start Operations  
**HOURS:** 40 Hours per Week  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As Soon As Possible  
**SALARY:** \$15.25 per Hour

**JOB DUTIES:** Answer and route incoming calls in a professional manner, direct calls, take messages and arrange appointments.

Keep up-to-date and knowledgeable about applicable policies, procedures and regulations of specific programs, as assigned.

Assist Program Manager in the hiring process by checking references and scheduling interviews, as needed.

Develop and maintain filing systems, which provide for organized systems of filing and retrieval of documents.

Provide assistance to School Readiness and PFCE Management Team in tracking and monitoring program areas as determined by Program Manager.

Prepare and submit billings to funding sources for programs, as required. (Billing & Coding)

Maintain physical inventory of office and other agency owned equipment.

Implement a process wherein all certifications/credentials or progress toward these means and professional development participation records are entered, tracked and maintained in CAP 60 and/or COPA.

Research and prepare specific data for use in grant or project proposals. (PIR, CSBG, Community Assessment) as assigned by the Program Manager.

Other duties as assigned.

**EDUCATION REQUIREMENTS:** One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

**EXPERIENCE NEEDED:** Prefer experience working with pre-school children and their families in a licensed childcare facility. Must have excellent computer and oral / written communication skills. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment.

**OTHER REQUIREMENTS:** Criminal Background Check and Pre-Employment & random drug/alcohol screenings. Must be able to regularly lift and/or move up to 25 lbs and occasionally up to 50 lbs.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121