



Administrative and System Support Assistant

Child Care Resource Network is a not-for-profit agency that brings together parents, child care providers, community members, business, and the government to develop and support accessible and affordable quality early care and education for families and children in Buffalo and Erie County. We are looking for an Administrative and System Support Assistant. Under the direction of the Director of Operations, the Administrative and System Support Assistant is accountable for administrative support to agency programs and provides basic technical support including computer and phone systems.

Essential Duties and Responsibilities:

1. Performs administrative support for the Director of Operations.
2. Provides administrative support to agency programs and departments
 - Establishes and Maintains administrative files and records.
 - Maintains inventory of general agency supplies.
 - Prepares Legally Exempt files daily.
 - Makes deposits into established bank accounts as directed.
 - Works with Program Assistants to fulfill task requests.
 - Assists with travel arrangements.
3. Provides back-up for Agency Program Assistants including reception duties and clerical support.
4. Provides basic technical support for agency
 - Is responsible for computer system daily back-ups.
 - Assists with the update and maintenance of agency websites.
 - Acts as liaison with computer support vendor.
5. Establishes and maintains databases for agency bulk mailings and general information.
 - Trains staff in the use of appropriate databases.
6. Serves as designated contact person for facility issues within the agency and resolves in conjunction with Director of Operations.
7. Provides on site fingerprinting and training assistance, per hours assigned annually.
8. Serves as a member of the staff team, attending meetings and professional development as required.
9. Carries out other duties as needed.

Job Requirements:

1. Associate's Degree in Business or 5 years of relevant experience.
2. One year general office experience in areas of administrative support, reception, and use of computer applications, required.

3. One year technical experience supporting computer systems, phone systems and websites, preferred.
4. Proficiency in Microsoft© Word, Excel, Outlook, Access, and Publisher.
5. Effective oral and written communication skills.
6. Excellent human relation skills with a diversity of people.
7. The ability to carry out assignments without direct supervision.
8. Excellent organizational skills with attention to detail.
9. Valid NYS Driver's License and vehicle with current registration and insurance.

To apply submit resume and salary requirements to Renee Gietz, Director of Operations, Child Care Resource Network, 1000 Hertel Ave., Buffalo, NY 14216 or rgietz@wnychildren.org by June 18, 2009. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.