

**Job Description:** Program Support

**Focus:** Early Childhood Comprehensive Systems (ECCS)

**Department:** SEED

**Last Revised:** 12/22

**Definition**

The Supporting Early Education and Development (SEED) Early Childhood Comprehensive Systems (ECCS) Program Support will provide overall project support and administrative assistance to the ECCS project including setting up meetings, note taking, drafting minutes and reports, compiling information/research, updating program data and other administrative tasks, as assigned. This position requires the ability to utilize basic computer software programs and positive communication skills within the agency and with the public. This position will report directly to the ECCS Director and/or the ECCS Manager. This position may be located in either Reno or Las Vegas.

**Supervision Exercised**

None

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**Duties**

- Assist with setting up meetings, drafting meeting agendas and scheduling for the Nevada Early Childhood Advisory Council (NECAC) including subcommittees and local ECACs.
  - Assist with taking notes and drafting meeting minutes for the NECAC and other ECCS meetings, as needed, including conducting ADA compliance and converting documents to PDF for posting.
  - Conduct research on programs and policies in the early childhood sector to contribute to the development of reports and related documents.
  - Conduct data entry into online forms and in excel spreadsheets, including development of spreadsheets with formulas, as needed.
  - Assist with ECCS and ECAC communications strategies including development and coordination of content for social media, newsletters and websites.
  - Manage, update and organize ECCS Sharepoint and Teams files to support ease of access and organization of files and documents.
  - Provide administrative support to the ECCS Director and ECCS Manager including filing, research, development of documents, printing and related administrative functions.
  - Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
  - Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and SEED Program Manual.
  - Perform other tasks as assigned.
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**Entry Level Qualifications**

**Knowledge of:**

- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.
- Basic administrative tasks including filing, transcription, note-taking and drafting professional

correspondence.

- ADA compliance for Microsoft Office applications (Word, Excel, Power Point) or ability to learn.
- Managing website content using a Wordpress format or ability to learn.
- Customer service skills and positive communication styles.

**Ability to:**

- Clearly and concisely communicate using excellent verbal and written communication, spelling and grammar skills.
- Be organized and use effective time management.
- Work collaboratively with staff and community agencies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
- Work remotely with independence to complete tasks on-time.
- Communicate in a positive, friendly manner to public and co-workers, using best practices in customer service.
- Handle numerous tasks and interruptions simultaneously.
- Maintain confidentiality of client/agency information.
- Understand and follow oral and written instructions.
- Use office equipment (phones, fax, copier, mail meter, etc.).

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**Education or Work Experience Requirements**

- High School Diploma or equivalent.
- At least two years of experience in a project support, clerical or similar position.

**Special Requirements**

- Work requires some weekend and evening hours.
- Must be physically capable of performing all job duties. This may include lifting up to 40 lbs.; bending; standing; sitting; and walking up and down stairs; repetitive hand motion (completing forms and inputting data)
- Able to pass complete background check.
- Must have reliable transportation to and from work.
- Possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- Bilingual (English/Spanish) preferred, but not required.

**Benefits**

- Eligible to receive Cabinet benefits for full-time staff.

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