



Title: Administrative Assistant
Status: Full-Time / Non-Exempt
Supervisor: Executive Director
Salary: \$36,000-\$40,000/annually
Benefits: Employer paid Health Insurance, including vision and dental, paid vacation and sick leave, and 13 additional holidays, 7% retirement contribution annually.

The Guilford County Partnership for Children (GCPC) is a local non-profit strategically directing over \$17M annually for young children and families in Guilford County. The majority of our funding comes from state and federal funding through contracts with the NC Partnership for Children (NCP) and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate, and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. *Our mission is to ensure that all Guilford County children prenatal to five are emotionally, intellectually, and physically ready for success in school.*

SUMMARY

The Administrative Assistant is a team member who embodies professionalism, multitasks with ease, and consistently delivers outstanding customer service serving as the first point of contact for individuals connecting with GCPC (in-person or by phone).

RECEPTION MANAGEMENT

- Greets visitors and directs them appropriately.
- Answers and screen phone calls in a professional manner
- Manages incoming and outgoing mail and packages.
- Maintains a tidy and welcoming reception area.

TEAM SUPPORT

- Assists colleagues with administrative tasks as needed.
- Collaborates with other departments to support organizational goals.
- Serves as a liaison between internal teams and external contacts.
- Assists with data entry, filing, and other clerical tasks as assigned.
- Ensures a safe, healthy, and functioning workplace.

PROGRAMMATIC SUPPORT

- Assists the NC Pre-K team with communications support (in-person, by phone and email)
- Supports the NC Pre-k Committee before, during and after scheduled meetings.
- Provides data entry support for monthly attendance reconciliation.
- Processes NC Pre-K applications as needed.
- Assists with registration for Dolly Parton's Imagination Library
- Provides administrative support for the Director of Smart Start Strategy and Impact

REQUIREMENTS

- A friendly and professional demeanor with the ability to provide outstanding customer service.
- A proactive and enthusiastic approach to work, with the humility and attitude to work effectively in a team environment and contribute to team building and culture.
- Ability to operate a multi-line telephone system; speak in a friendly professional manner, relay information clearly and take messages.
- Ability to manage multiple tasks simultaneously, prioritize work effectively, and maintain accuracy and attention to detail in administrative duties without a high degree of supervision.
- Capacity to work well with colleagues and external contacts, demonstrating tact, discretion, and diplomacy in interactions.
- A commitment to diversity, equity, inclusion and belonging.
- Flexibility to adapt to changing priorities, procedures, and work environments, including the ability to handle occasional unexpected situations calmly and efficiently.
- A valid North Carolina Driver's License is required.

MINIMUM QUALIFICATIONS

- Associates degree preferred in business or a related field.
- Minimum of two years of administrative support experience
- Proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint, Teams)
- Strong verbal and written communication skills
- Ability to communicate in Spanish is a plus.
- Must have reliable transportation and be able to lift 25 pounds.

The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and business needs at the time.