



6. Be proficient in Microsoft Office applications.
7. Have experience working with diverse populations, including low to moderate-income families.
8. Have the ability to multi-task, prioritize duties and meet deadlines.
9. Be able to meet the following physical requirements with or without reasonable accommodation:
  - a. Use hands to manipulate, handle, feel, and control items or equipment;
  - b. Talk and hear;
  - c. See and be able to read, write, and interpret written documents;
  - d. Lift and move objects weighing up to 25 pounds.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:** The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

**Work environment:**

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

**Physical demands:**

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Lift and move objects weighing up to 15 pounds.

**ORGANIZATIONAL STRUCTURE:**

Reports to: Early Education Principal

Manages: None

*Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.*