



## **QUALIFICATIONS AND REQUIREMENTS:**

The incumbent must have:

1. An Associates degree in Business Education, Office Management, Secretarial Science, or a related field, with one (1) years of administrative support experience, or a High School diploma/GED, with four (4) years of administrative support experience. Knowledge of Early Childhood practices desired.
2. Advanced experience using Microsoft Office Software applications.
3. Demonstrated ability to excel in a business environment that is controlled by deadlines and schedules.
4. Exceptional interpersonal communication skills to effectively work with staff, funding agency representatives, program participants, and community stakeholders.
5. Proficiency in business communication techniques, automated office equipment and telecommunications systems and equipment.
6. Experience working with diverse populations, including executives and low to moderate-income families.
7. Demonstrated ability to multi-task and prioritize duties.
8. Exceptional inter-personal skills with self-confidence, good telephone etiquette, and attention to details.
9. Ability to communicate with a diverse public and to create written communications.
10. Proficiency in using telephones, computers, copiers, fax machines and other small office tools.
11. Experience in organizing and filing documents.

## **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:**

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

### **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. Bend, kneel and reach;
- c. Stand and sit for extended periods of time.
- d. Talk and hear;
- e. See and be able to read, write, and interpret written documents;
- f. Lift and move objects weighing up to 60 pounds.

## **ORGANIZATIONAL STRUCTURE:**

Reports to: 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.*