



## **JOB ANNOUNCEMENT**

Hamilton-Madison House's Early Childhood Services department is seeking Family Child Care Network Administrative Assistant in our Early Childhood Program which serves children between the ages of 3-5 years.

Hamilton-Madison House and NYC Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience and lay the foundation for all future learning. The primary role of the Administrative Assistant is to support the Network Leadership staff in managing day to day operations for staff, families and affiliated providers.

### **Minimum Qualifications:**

- Associate Degree in Business Management or field related to Human Services
- Minimum 5 years' experience supporting program Administration
- Strong time management skills, ability to multitask and be a strong team player
- Willingness to work with a high powered, fast pace team with the ability to handle multiple projects
- Knowledge of publicly funded programs in a non-profit agency
- Experience working in an early childhood program environment a plus
- Appreciate the unique needs of all providers, families and staff

### **Responsibilities:**

- Support the AED and Network Director in organizing and maintaining structure for daily operations including organization and scheduling of affiliated provider trainings, workshops, staff meetings and meeting with community partners to support the program
- Assist in the preparation of regularly scheduled reports to regulatory agencies
- Support purchasing department in ordering materials and supplies for staff and program
- Support the preparation of CACFP reimbursement and stipends to affiliated providers
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Attend all required trainings and meetings as required by the Department of Education

**Compensation:** Commensurate with qualifications and experience

**Hours:** Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: January 1, 2021      Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**