

JOB VACANCY

POSITION: Head Start Office Systems Coordinator

LOCATION: Brightpoint Head Start –

HOURS: 7:30 – 5:00 Monday – Friday

STARTING SALARY RANGE: \$13.84 – 17.68/hour (\$28,787 – 36,774)

Job Summary

The Office Systems Coordinator is responsible for the maintenance of the Head Start office, which includes filing documents, documenting and tracking Non-Federal Share, facilitating the annual Self-Assessment and calendar processes.

ESSENTIAL FUNCTIONS

1. Maintain, develop and track written information materials for the Head Start program to include but not limited to grants, leases, documents and administrative files.
 2. Ensure that accurate documentation is kept for all meetings, trainings, leases, contracts, administration site files and communications with parents, staff and community partners.
 3. Coordinate all aspects of Policy Council and Executive Policy Council meetings, from reminders to minutes.
 4. Ensure maintenance of Head Start/EHS mail processes.
 5. Ensure Head Start/EHS office is kept organized and stocked with supplies
 6. Provide administrative support to VP of Early Childhood Services.
 7. Responsible for completing required program reports.
 8. Responsible for the organization, creation, completion, printing and distribution of the annual Head Start/EHS calendar.
 9. Interface with parents/families on the phone and in person to assist them in enrolling their children in Head Start/EHS.
 10. Responsible for assisting MAC Manager with the Head Start/EHS Annual Self-Assessment.
 11. Fulfill and comply with the Head Start Act, all Head Start Regulations, federal, state and local regulations, contractual agreements and funding guidelines.
 12. Assist in Implementation and assure adherence to BRIGHTPOINT Personnel Policies, Fiscal Procedures, EEO/AA requirements, and all other rules of the work place.
 13. Implement BRIGHTPOINT Values at all times.
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SKILLS AND QUALIFICATIONS:

ELIGIBILITY REQUIRMENTS

1. Bachelor degree in Business Administration or related field, or Associate degree with at least two years of secretarial experience preferred.
 2. Two years of computer experience involving word-processing, database and spreadsheet applications.
 3. Ability to plan, organize and carry out work in a coordinated fashion with minimal supervision and high initiative.
 4. Good oral and written communication skills, with demonstrated ability to relate well with a variety of people.
 5. Ability to maintain the confidentiality of records and communications.
 6. When driving for BRIGHTPOINT, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL & EXTERNAL POSTING: FROM – June 22, 2022 – until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: immediatly

FOR FURTHER INFORMATION,

CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 OR 213
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY OR VIA THE INTERNET AT
brightpointhr@mybrightpoint.org.