

JOB VACANCY

POSITION: Secretary
LOCATION: Allen County
HOURS: full time (40 hours/week)
SALARY RANGE: \$16.00

Job Summary

The Head Start Secretary is responsible for typing reports, contracts, proposals, data entry, file processing and maintenance, and clerical support for Brightpoint Head Start operations at their assigned site. The Secretary must provide quality customer service to families enrolled and families inquiring about Head Start.

Essential Functions

1. Responsible for receptionist duties to include answering the telephone effectively, taking accurate messages, directing callers to the appropriate individual, and maintaining an orderly appearance of the reception area
 2. Types, duplicates, files and distributes reports, contracts, forms, proposals, budgets, and correspondence for Brightpoint Head Start
 3. Enters computer data as assigned for Family Advocates and Center Supervisor
 4. Responsible for maintaining positive working relationships with staff, clients, and visitors
 5. Responsible for complying with Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the site
 6. At the Brightpoint Hanna Creighton site, assist the Center Supervisor with the voucher program
 7. Ensure that confidentiality is respected and maintained at all times
 8. Implement Brightpoint Values at all times
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SKILLS AND QUALIFICATIONS

1. Must possess a high school diploma, GED or an education waiver from the Department of Families and Children
 2. Must have two years' clerical experience
 3. Strong written, verbal communication and organization skills
 4. Ability to type a minimum of thirty (30) words per minute
 5. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, dependable, productive, and function well under deadlines and multiple priorities
 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: 4/14/2023 – until filled

APPROXIMATE DATE FOR POSITION: **Immediately**

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES DEPARTMENT, EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 EAST WASHINGTON BLVD, FORT WAYNE, IN
8:30 A.M. – 5:30 P.M., MONDAY – THURSDAY, OR 9:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org