



## Orange County Head Start, Inc. Career Opportunity

### ***Program Assistant – Reception Area***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

The program assistant is responsible and accountable for providing administrative support to the work area at front desk. In addition, this position is responsible for providing customer service to internal customers, OCHS families, business and professional contacts, visiting guests and opening/closing reception area. Answer telephones and provide information or route calls to the appropriate person. Provide assistance to walk-in parents for enrollment purposes. Provide assistance to vendors or clients when they arrive for meetings, presentations and workshops.

Provide general administrative support, which includes copying, faxing, filing, calendaring, arranging meetings, making travel arrangements/itineraries, and coordinating meeting arrangements and notices. Draft non-routine correspondence such as meeting minutes, letters, presentations materials and report graphics for management review. Type routine correspondence such as reports, forms, charts, letters and monthly newsletters. Proof own work for spelling, grammar and accuracy. Retrieve, compile, and compute data and information for maintaining records and reports for departments. Receive and route incoming mail and prepare outgoing mail including coordinating express pick-up and delivery.

**Education/Experience:** High school diploma or equivalent High school diploma or GED is required.

**Experience:** Minimum of one year related administrative or secretarial experience.

**Other Requirements:** Bilingual Spanish required.

We offer an hourly wage of \$16.00 - \$17.00, depending on education, and excellent benefits, in addition to the opportunity to serve vulnerable children and families in Orange County.

**Final filing date: Friday, May 6, 2022 at 5:00 p.m.**

**Apply now to join our team! Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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