

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

Orange County Head Start, Inc. (OCHS) is currently offering a \$1,000 New Hire stipend to all new full-time hires; with some exceptions. The stipend will be paid in two parts; the first half (\$500) will be made available after the successful completion of the 90-day introductory period and the second half (\$500) after the employee's one-year work anniversary. In addition, OCHS offers up to \$1,000 in tuition reimbursement for classwork that supports career growth within OCHS. All stipends are effective through June 30, 2024, and are subject to change based on funding.

Key Responsibilities:

- 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.
- Order standard office supplies and special orders as requested.
- Schedule maintenance and order supplies for office equipment such as copiers, mailing, and/or fax machines.
- Perform additional duties and responsibilities as assigned by the supervisor.
- Perform similar and incidental duties as required.

Job Qualifications: High school diploma or GED is required. **Bilingual-English/Spanish required.**

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

We offer an hourly pay rate of **\$17.92**, *this is a part time position 20 hours a week (10:00 am to 2:00 pm; M-F)*. You will have the opportunity to serve young children and their families in Orange County.

Final filing date: Until Filled

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 or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE