

**Position Opportunity
Early Head Start Administrative Assistant**

Location: Pediatric Therapy Network Torrance, CA

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking Program Administrative Assistant in the Early Head Start program who is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration.

Responsibilities:

- Provide direct clerical support to EHS Director and Coordinators.
- Assist with record keeping and reports as assigned.
- Utilize various software applications, such as spreadsheets, data bases, and graphic packages.
- Provide and oversee support activities such as family recruiting, receiving telephone calls, assisting and resolving problems and inquires of visitors, reviewing and controlling incoming and outgoing correspondence
- Schedule appointments and maintain EHS calendar
- Schedule and coordinate meetings and trainings, including arranging refreshment purchases and facilities usage.
- Act as a liaison with other departments within Pediatric Therapy Network.

Education Requirements:

- Minimum high school diploma; AA or bachelor's degree preferred

Qualifications:

- At least two years of professional experience as an administrative assistant or secretary.
- Typing skills with at least 50 wpm
- Proficiency in Microsoft Office applications (especially Word, Excel and PowerPoint)
- Excellent communication and writing skills.
- Experience in Early Head Start, Head Start, school, nonprofit or other educational setting preferred.
- Bilingual in Spanish strongly preferred.

Salary: Competitive salary, excellent benefits

Please submit applications and credentials to:

Human Resources

Pediatric Therapy Network

1815 West 213th Street, Ste. 100

Torrance, CA 90501

Email: jobs@ptnmail.org

Fax: 310. 328.7058

www.PediatricTherapyNetwork.org

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