



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE: Program Operations Assistant

PROGRAM: Head Start

REPORTS TO: Head Start Director

LOCATION: Daybreak Star Center

Opening Date: August 3, 2010

Closing Date: Until Position is Filled

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

Our Head Start Program provides early childhood development and education opportunities for pregnant women and children birth to five years old. The mission is to offer an educational experience for children and families that nourishes the spirit and reflects the cultural richness and diversity of the community

JOB SUMMARY:

The Program Operations Assistant (POA) position provides administrative support for all areas of the Head Start Program. The Program Operations Assistant will participate in the coordination of event planning, communication, monitoring, reporting, classroom participation and the internal financial responsibilities. The POA is responsible for the continuous implementation of COPA as a tool of monitoring and reporting.

ESSENTIAL FUNCTIONS:

COPA Data Base

- Learn, teach and ensure that the Head Start program staff have a high degree of knowledge and ability with COPA.
- Prepare guide book for COPA staff training. Train new staff for all program areas.
- Enter accurate data as assigned
- Create forms, tracking tools and schedules to ensure COPA is implemented with appropriate file systems.
- Ensure accuracy in reporting.
- Facilitate problem solving with COPA staff
- Develop and generate timely reports adhering to imperative deadlines.

Program Monitoring and Development

- Provide information for monthly monitoring reports for governing bodies and management team.
- Participate in event planning for staff and families. Occasionally work events that are after normal working hours.

- Gather and distribute all pre service training and staff development materials for HR and the program filing systems.
- Collect meetings and event sign in sheets for date entry and reporting.
- Maintain Policy and Procedure handbook for Managers.
- Collect and report volunteer names and hours of participation for non federal share reporting.
- CACFP-OSPI Meal Reimbursement Program
 - Collect and enter monthly meal counts and attendance numbers; forward data information to managers for final reporting to governing bodies.
- Collect and maintain data for work plans, T/TAs, self assessment, community assessment, parent handbook, annual calendar, etc.
- Track and maintain Community Resources Directory with all pertinent contact information.

Internal Fiscal and Administrative Coordination

- Distribute mail.
- Collect sign in sheets and prepare time sheets for program
- Coordinate purchase orders and check requests with finance office
- Provide non-federal match reports on bi-weekly timelines.
- Process mileage and reimbursements for staff.
- Ensure timely payments for all invoices by submitting paperwork to finance on time.
- Maintain and keep copies of all contracts for consultants and implement timely payment procedures.
- Order and track expenditures for Head Start supplies
- Maintain Policy Council handbook including mileage, time and attendance sheets, meeting minutes, reports and training materials.

Classroom/Bus Monitor

During the absence of Assistant Teacher/Bus Monitor may have to fill in as substitute bus monitor.

Participate in classroom activities while allowing staff morning and afternoon breaks or while they are attending special meetings or trainings.

Chaperone field trips with the various classrooms.

QUALIFICATIONS:

Education: Minimum HS or GED required. Associates Degree preferred.

Experience: 2 years working knowledge and experience with Head Start, HS performance standards, HS systems, data base, or equivalent in social services organization.

Knowledge: Demonstrated understanding of computer data base, HS performance standards, record keeping and reporting systems, office administration duties. Ability to work effectively with all staff. Experience working with children and families.

Program Requirements:

- Must pass a criminal history check
- Valid Washington State Driver's License
- Food Handler's Card & 1st Aid and CPR Card
- Pass a physical exam stating clear from communicable disease
- Non-traditional work hours and workdays on occasion.

Work Schedules:

The Head Start preschool is required to operate for 128 days of service between September and May.

The Program Operations Assistant position will work 40 hours per week, Monday – Friday, may need to work occasional evenings for family gatherings, community gatherings and socializations. **Working hours will be 6:30am to 3:00pm.** Position is twelve months per year.

Opening Date: August 2, 2010	APPLICATION PROCEDURE
Closing Date: When suitable applicant is hired	Submit cover letter and resume to:
Compensation: DOE, plus excellent benefit package provided	United Indians of All Tribes Foundation PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640 Email: jobs@unitedindians.org
United Indians of All Tribes Foundation is an Equal Opportunity Employer	