



CAYL

Program Administrative Assistant (Part Time hourly)

CAYL seeks a dynamic member of our team to lead and support our administrative efforts as we work with early childhood educators in Massachusetts and nationally. This position, while primarily administrative in nature, involves some program, communication, and marketing work. It offers the opportunity to support our team in advancing early education and early educators through our national webinars, fellowship programs, workgroups and other initiatives.

This is a part-time (15 – 20 hrs./wk.) hourly position. Basic responsibilities include:

- Provide all aspects of administrative and clerical support for The CAYL Institute.
- Organize and manage office files and procedures (paper and computer) effectively and efficiently.
- Handle confidential materials while always maintaining discretion and exercising good judgment.
- Answer phones and respond to inquiries with appropriate information or facilitates appropriate transfer; retrieves voicemail, general department emails, and transfers information to database protocols.
- Help ensure files are set up properly and contain appropriate documents.
- Performs entry activities as it relates to updating mailing lists, updating funder information, sending reminders, and other mailings.
- Assist with the preparation of reports and/or presentations for meetings, conferences, and special events.
- Help post to social media accounts
- Organize activities related to CAYL website, etc., and CAYL online Webinars and discussion forums.
- Assists with the planning of conferences and related activities.
- Create correspondence and take meeting notes.
- Other duties as assigned.

Qualifications

- At least three years' experience working in a professionally managed office environment.
- AA degree or higher (preferred)
- Knowledge of ECE field
- Excellent written and verbal skills
- Demonstrated evidence of strong customer service skills.