



JOB DESCRIPTION

Office Coordinator St. Vincent's Early Childhood Education Center

THE ORGANIZATION:

St. Vincent's is a Roman Catholic organization which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the oldest continually operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

PURPOSE:

The person selected for this position will be responsible for managing various routine clerical duties to support the Director of St. Vincent's Early Childhood Education Center. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with our philosophy, goals, discipline statement and job description. He/She must be professionally prepared to meet licensing requirements.

QUALIFICATIONS:

Minimum qualifications for this position are:

- Community First Aid/Pediatric CPR certification
- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients
- Possess good writing, speaking skills.
- Demonstrated leadership at professional level
- Must demonstrate personal identity with and commitment to the Mission and Values of St. Vincent's.
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.
- Possess the ability to generate enthusiasm and inspire confidence and support.
- Performs clerical duties in support of the VP & Site Supervisor at the Center.
- Responsible for all electronic devices/equipment used in classrooms.
- Serves as the receptionist for the Early Childhood Education Center.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Copies, sorts, and files records related to office activities and other matters.

- Maintains filing systems either manually or electronically.
- Manages calendars and appointments.
- Responsible for Center cell phone while working at the Center.
- Responsible for picking up supplies and/or making returns as needed at off campus locations.
- Assists with laundry as needed.
- Assists kitchen duties when needed.
- Keeps storage areas and work room in order including updating inventory of supplies.
- Performs other related duties as assigned.

Must pass criminal background fingerprint check and pre-employment negative TB test. The COVID-19 vaccination is a requirement for this position. Childhood Vaccinations must also be up-to-date and certifications provided.

The position is full-time, hourly and is scheduled to work Monday – Friday.

Compensation: \$18.00 - \$22.00 an hour

EXCELLENT BENEFITS

Health Insurance °Dental Insurance °Vision Insurance

Life Insurance - \$50,000

Retirement Plan - 403(b) and 401(a)

Gym Membership

Paid Holidays - 13 Holidays per Year

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

100% Generous Preschool Enrollment Discount at our Center

Education Reimbursement up to \$1,000 per quarter/semester

Job Signing Bonus - 5% of Annual Salary

Referral Bonus - \$500 per Successful Job Referral

Transportation Benefit - Paid Mileage to and from work from home

Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please email a cover letter and resume to: hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentsb.org/get-involved/careers/>.