



**Position:** Administrative Assistant  
**Program:** ECAA Champions Academy  
**Employment Type:** Part-time  
**Supervisor:** Program Director  
**Salary:** [Salary Range]

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### Position Overview:

Champions Academy is seeking a detail-oriented and organized Administrative Assistant to support our Afterschool and Summer Camp program. This part-time role involves maintaining accurate records, processing payroll documentation, and handling various administrative tasks to ensure the smooth operation of the program.

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### Key Responsibilities:

#### 1. Attendance and Record Keeping:

- Maintain student attendance records and ensure timely submission via required state portals.
- Organize and maintain all program, employee, and student document files in compliance with grant guidelines.

#### 2. Payroll and Financial Coordination:

- Process employee payroll documentation and collaborate with the bookkeeper for accurate payroll processing.
- Compile and submit expenditure documentation weekly for processing.

#### 3. Receptionist Duties:

- Perform receptionist duties, including answering phone calls, greeting visitors, and providing general information about the program.
- Manage and distribute incoming and outgoing mail and communications.

#### 4. Administrative Support:

- Assist in preparing and organizing program materials, including schedules, flyers, and notices.
- Coordinate with staff and contractors to ensure smooth program operations.
- Handle general inquiries and provide administrative support to the Program Director and other staff as needed.

#### 5. Other Duties:

- Perform other duties as assigned by the Program Director to support the overall success of the program.



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**Qualifications:**

- **Education:** High school diploma or equivalent; additional qualifications in office administration or related field preferred.
- **Experience:** Previous experience in an administrative role, preferably in an educational or nonprofit setting.
- **Skills:**
  - Strong organizational and multitasking abilities.
  - Excellent communication and interpersonal skills.
  - Proficiency in using Microsoft Office Suite and other relevant software.
  - Attention to detail and ability to maintain confidentiality.