

**1<sup>st</sup> Kids, Inc.**  
Job Description

**Position:** Administrative Assistant (Remote)

**Qualifications:** The Administrative Assistant must have a High School degree or its equivalent. Must possess the ability to communicate orally and in writing; must have knowledge and skill in developing and maintaining electronic file system.

**Location:** Remote

**Supervision:** Reports to the Human Resources

**Responsibilities:**

Duties include but are not limited to:

- Data entry of exit summary surveys.
- Process intake and ongoing terminations.
- Notifying Directors of terminations for Master Caseload lists.
- Maintaining the electronic file room by processing the file room cart.
- Assist in processing data entry into iSpoe.
- Assist in uploading information into online case management system.
- Adhere to FERPA regulations.
- Provide additional administrative support as requested by management team.

**Abilities:** The Administrative Assistant will be able to:

- Relate comfortably, sensitively and respectfully to families and children and all potential program consumers.
- Take responsibility for Administrative Assistant activities.
- Work in conjunction with Service Coordinators, Service Coordinator Supervisors, Director and support staff in the day to day operations of the SPOE.
- Maintain confidentiality in matters related to children and their families.
- Utilize Microsoft Office applications and other electronic services.
- Work independently and maintain an organized work space.