Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

POST

Employment Opportunity

Posted Date: April 28, 2016
Deadline Date: May 16, 2016

Position Title: **Human Resources Assistant**
Reports To: Human Resources Officer
Department: Human Resources
Employment Status: Non-Exempt
Compensation Range: **$3,058.00 - $4,112.00 Monthly Plus benefits**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

I. PROGRAM SUMMARY:

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development. The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES:

Recruitment Postings for Employment Opportunities; screens applications for minimum qualifications. Arranges for interview panels and provides written materials for oral interviews, and communicates with candidates to establish interview dates and times. This position is responsible for processing documents for new employees; for documenting and tracking staff vacancies and maintaining a current listing of employee's credentials, and agency requirements for employment. Performs a variety of clerical work such as typing, posting, answering phones, maintaining files, relieving on switchboard, and ensures compliance with department procedures. Maintains a variety of confidential and sensitive records such as seniority and longevity lists, operates standard office equipment, enters data into computerized personnel system and maintains employee's files.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: High School graduation; some college preferred

Experience: Two or more years of increasingly responsible clerical work involving the maintenance of detailed records and demonstrating responsibility for solving work-related problems effectively.

Skills: The ability to meet timelines and communicate effectively with verbal and written skills.

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work:	All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
Medical Examination:	Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. *
Fingerprint Clearances:	All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. *
Other Special Requirement:	Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.
	*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above In Person or by Mail ONLY – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Letters of Recommendation
4. And any other pertinent documentation as deemed necessary