



Administrative Assistant – Training Department

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The Administrative Assistant performs clerical/administrative functions to support the Training Department. The Administrative Assistant is also responsible for entering all participant and program data into the Prevention and Early Intervention (PEI) and Relias database.

Responsibilities Include:

- Answer telephone calls and retrieve messages from voice mail, route calls to appropriate staff person or record message in their absence.
- Provide basic training information to staff, foster and adopt families and other external customers.
- Take RSVPs for scheduled training. Ensure RSVPs are up to date on a daily basis.
- Prepare training packets, record reservations, photocopy materials, and record attendance.
- Compile training statistics for monthly reports, and assist with special projects as requested by the Training Manager.
- Set up and maintain attendee's hard copy files as well as updating the training files in TIER/ADP Database.
- Set up and maintain participant files for the basic parenting education training contract.
- Provide program information to interested organizations and interested participants.
- Enter all data into the PEI database by the contractual deadlines.
- Assist with retrieving any necessary reports in TIER or PEI as requested.
- Sort and distribute incoming mail, fold, stuff and post bulk mail outs.
- Perform light typing and word processing as needed, i.e. correspondence, newsletters, and training announcements.
- Assist with the coordination and planning of training sessions and other events as needed.
- Provide administrative support to all training and compliance staff as needed to include the Chief Program Officer.
- Order supplies as needed for office use.
- Be consistent and reliable in punctuality and attendance.

Requirements:

- Ability to communicate verbally and in writing, using appropriate vocabulary, grammar, and language.
- Knowledge of Microsoft Office software programs.
- Ability to work as a team member.
- A high school diploma or G.E.D.
- Five years of clerical, secretarial or administrative experience.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.chshel.org or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm