



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

JOB DESCRIPTION

Title:	Head Start Secretary
Status:	Non-Exempt
Terms:	Permanent Full Time
Location:	Lumberton Office
Reports To:	Head Start Director
Pay:	\$16.00 - \$17.00 per hour
Job Summary:	Places and receives calls. Handles incoming and outgoing mail. Types contracts, funding applications, letters, and reports. Maintains central departmental files. Processes in-kind contributions reports.

Essential Duties and

Responsibilities:

- Audits reports of in-kind contributions for completeness and accuracy. Prepares monthly summary of in-kind contributions and submits together with individual sheets to the Accounting Department with a copy to office files.
- Analyzes monthly telephone bills and checks for accuracy against phone logs. Checks invoices and verifies that goods or services have been received. Reviews timesheets for accuracy.
- Collects, logs, and distributes incoming mail as needed. Signs for UPS and parcel post packages. Dispatches outgoing mail. Routes memorandums and notices to Laurinburg and Whiteville office staff and center personnel.
- Files letters, reports, and official documents in central file. Keeps custody of permanent Head Start records. Maintains a library of reference materials for Head Start staff.
- Processes requisitions for supplies and equipment. Combines requests for similar items to save money and expedite the purchasing process. Secures necessary approval and prepares purchases orders

when necessary. Calculates monthly food requirements. Checks food inventory reports and prepares requisitions for each center in absence of Program Specialist – Nutrition.

- Reproduces copies of forms, notices, reports, and regulations. Collates and binds sheets to produce books, directories, and proposals. Maintains supply of printed forms for use in program. Negotiates contracts for standing purchase orders.
- Receives clients, salesmen, and other visitors. Ascertains purpose of visit and offer assistance. Provides advice and information. Makes appointments and directs visitors to the appropriate office.
- Assists in maintaining Policy Council membership roster. Schedules meetings of Head Start Policy Council as needed. Arranges staff meetings and workshops. Keeps staff up to date on scheduled meetings.
- Receives phone calls and provide callers with advice and information. Places long distance calls and maintains log for these calls. Relays messages to Head Start Centers.
- Prepares contracts and forms used in Head Start Program. Produces typewritten copies of letters, notices, and narrative reports. Assists in typing self-assessment program evaluation reports and Head Start funding applications.
- Accepts other assignments incidental to and necessary for the efficient and effective operation of the program. Adheres to strict Policy of Confidentiality as it relates to children, families, staff, and workplace.

Education Requirements:

- High school diploma or equivalent. Business school training or equivalent in experience preferred.

INSTRUCTIONS:

- Bilingual applicants encouraged to apply
- Send Agency application, interest letter, cover letter and resume.
- Post Office Box 1025 Lumberton, NC 28358
Email: recruitment@scapnc.org

- Applications may be obtained by visiting the Agency's website <https://scapnc.org/careers>

Equal Opportunity Employer