

## **Head Start Communications/Data Entry Assistant**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Received and assists individuals attending functions at the Head Start facility and/or inquiring about various programs and services provided by the organization.
- Answers the phone lines, takes messages and/or refers the individual to the appropriate party for assistance.
- Transports mail to the Post Office, secures postage and/or delivery charges for Certified or Priority mail services, and distributes all incoming mail.
- Types agency materials, memoranda, and correspondence as necessary with few grammatical errors.
- Collect, organize, and deliver time sheets to Highland Rim Economic Corp Main Office.
- Prepares monthly Policy Council packets and communicates with Policy Council members to include meeting reminders, attendance and telephone voting.
- Takes minutes and calls roll at monthly Policy Council meetings.
- Consistently deals with detailed and complex information in a thorough and accurate manner.
- Communicate in a professional and courteous manner at all times.
- Develop innovative and creative media content across social media platforms.
- Create and maintain relevant social media accounts.
- Set-up daily tasks and activity for all social media outlets.
- Keep track of social media trends.
- Generate, edit, publish, and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action.
- Set-up and optimize Head Start pages within each platform to increase the visibility of Head Start's social content.
- Moderate all user-generated content in line with the social media policy for each platform.
- Use sound personal judgment.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

## **Qualifications/Requirements**

- High School Diploma or GED,
- Proven working experience in social media or related field.
- Excellent writing, editing (photo, video, text).
- Presentation and communication skills
- Positive attitude, detail and customer oriented with good multitasking and organizational ability.
- Valid Driver License and Insurance

# PROPOSED

## **Knowledge or Skills**

- Demonstrable social networking experience and social media tools.
- Strong interpersonal and decision making skills; dedicated attention to detail, typing, and computer skills.
- Excellent verbal and written skills.
- Proficient in Microsoft Office applications.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Ability to work as a team member.
- Adheres to professional ethics and standards.

## **Working Conditions**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.