



Job Title: Administrative Assistant

Reports To: Executive Director

Location: Phoenix, AZ (Hybrid/Remote option)

Position Type: Part-time

Position Summary

The Administrative Assistant will support the Arizona Head Start Association in a variety of roles including social media management, advocacy coordination, marketing initiatives, and general administrative duties. The ideal candidate is organized, proactive, detail-oriented, and passionate about early childhood education and social services. This position requires strong communication and multitasking skills, along with the ability to work independently and collaboratively.

Key Responsibilities

- **Social Media & Marketing**

- Develop and manage content for the association's social media platforms (Facebook, LinkedIn, Instagram, etc.) to increase engagement and visibility.

- Schedule and publish posts, monitor interactions, and respond to comments and messages in a timely manner.

- Assist in creating marketing materials, flyers, newsletters, and email campaigns to support advocacy efforts and association events.

- Track social media metrics and generate reports to measure the success of online campaigns.

- Maintain and update the association's website as needed.

- **Advocacy Coordination**

- Support advocacy campaigns by coordinating meetings, webinars, and community outreach events.
- Assist in preparing materials for legislative advocacy, such as letters, talking points, and presentations.
- Conduct research on relevant policy issues affecting early childhood education and the Head Start program.
- Maintain relationships with stakeholders, community partners, and legislative offices.
- Assist with the Parent Advocacy Group as needed

- **Administrative Support**

- Provide general administrative support, including responding to inquiries.
- Prepare and organize documents, reports, and presentations for board meetings and conferences.
- Assist in tracking budgets, processing invoices, and managing expenses.
- Coordinate logistics for events, including venue bookings, catering, and participant registration.
- Handle special projects and other duties as assigned by the Executive Director.

Qualifications

- Associate or bachelor's degree in business administration, communications, marketing, or a related field (preferred).
- Minimum of 2 years of experience in an administrative, marketing, or social media role.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Experience with social media management tools and email marketing platform Mailchimp
- Knowledge of website management and graphic design tools (Canva) is a plus.

- Excellent written and verbal communication skills. Bilingual Eng & Spa (preferred)
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Commitment to the mission and values of the Arizona Head Start Association.

Skills & Competencies

- Organizational Skills: Strong attention to detail and ability to prioritize tasks.
- Communication*: Clear and professional written and verbal communication.
- Proactivity: Self-starter with a positive attitude and ability to anticipate needs.
- Collaboration: Team player with a willingness to support colleagues and partners.
- Tech Savvy: Comfortable learning new software and tools quickly.

Work Environment

- Flexible work schedule with remote work options.
- Professional development opportunities.

To Apply

Interested candidates should submit a resume, and sample of social media content (if available) to JRG@azheadstart.org with the subject line "Administrative Assistant Application – [Your Name].

The position will stay open until it is hired. The first round of applications will be reviewed in the week of February 3rd, 2025

Arizona Head Start Association is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply.