



ENROLLMENT ASSISTANT

Job Description

GENERAL DESCRIPTION

Assist South Shore Stars Enrollment Director with a focus on determining eligibility for subsidized childcare, and school programming.

RESPONSIBILITIES

- Responsible for fielding phone and online inquiries
- Assist in maintaining internal waitlist
- Determine initial eligibility for subsidized childcare in our Family Child Care and Preschool programs
- Responsible for coordination of transitions from Family Child Care to Preschool
- Early Head Start team member
- Various other tasks associated with enrollment as assigned by Enrollment Director
- Commitment to agency's mission of serving low-income and at risk families and children
- Additional duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma
- Minimum two years administrative support experience preferred.
- Excellent organizational skills.
- Detail orientated.
- Excellent interpersonal and communication skills.
- Experience working with people of all ages and backgrounds.
- Ability to develop long range planning and manage the daily details of implementation.
- Possesses high integrity and strong work ethic.
- Must enjoy working with the public and be effective in verbal and written communications with diverse audiences.
- Excellent interpersonal skills and ability to work with all the agencies constituents while maintaining absolute confidentiality and professionalism in appearance, attitude, and presentation.
- Strategic thinker with a "can-do" style.
- Highly self-directed with an attention to detail and ability to organize effectively, and able to manage multiple projects effectively.
- Skill in establishing and maintaining effective working relationships with agencies, staff, faculty, and the public.
- Ability to work effectively and respectfully with diverse populations.
- Computer skills, including all Microsoft Office applications.
- Must enjoy laughing, smiling, and have a desire to work at an agency that cares about their employees and the families they serve!

Reports to: Enrollment Director

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Work environment includes indoor office environment as potential of outdoor environment during events.
- Regular lifting of up to 15lbs and occasional lifting of up to 40lbs at times.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for three references. Please combine all documents into a single PDF. Send to: akeenan@southshorestars.org

EQUAL OPPORTUNITY EMPLOYEER

South Shore Stars is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Check us out at: <http://www.southshorestars.org/>

South Shore Stars in a non-profit organization and a partner agency of United Way [more information](#) .

Mission

Stars provides comprehensive early education and youth development programs that enhance the optimal growth of children from economically and culturally diverse families, using a family support approach in collaboration with schools and other service providers.

Four core goals form the foundation of our work.

- ✦ Enable parents to work
- ✦ Help each child reach their full developmental potential
- ✦ Facilitate positive youth development
- ✦ Improve academic achievement for students at-risk of academic failure