

ECP Administrative Assistant – Marshalltown, IA

Seeking a detail-oriented person with exceptional organizational skills to join the Early Childhood Programs (ECP) team at our central office in Marshalltown. The Administrative Assistant performs a variety of clerical tasks in assisting early childhood program staff to implement program operations. Must be able to manage a number of tasks and projects simultaneously with little supervision. Responsible for logistics and organization for Policy Council meetings and ordering supplies and office equipment. **Part-time position, 20 hours per week, \$12.80 per hour.**

Required: High school diploma or equivalent

Preferred:

- 2 year degree in office management or closely related field
- Previous experience working in an office setting
- Knowledge of early childhood programs
- Bilingual skills (English/Spanish)

Closing Date: Open until filled

Visit <http://www.micaonline.org/jobs> for a full job description and to submit an online application, cover letter and resume. Or send, fax or email cover letter and resume to: MICA, 1001 S. 18th Ave., Marshalltown, IA 50158; 641-352-5020; jobapp@micaonline.org or complete application at above address. EOE