



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: employment@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Program Support Coordinator

Division: Early Childhood Services

Supervisor: Director for Early Childhood Services

Job Mission:

Provide administrative and clerical support in the organization of all early childhood services programs.

Performance Standards:

1. Assist with administrative support to early childhood programs including meeting facilitation, minutes, and travel arrangements.
2. Provide Director's Dashboard administration and support
3. Enter In-kind and volunteer donations into FacsPro Client Management Software
4. Serve as a liaison to the Head Start Policy Council in all matters relating to family engagement and early childhood programming, developing agendas, and coordinating monthly meetings.
5. Develop collaborative partnerships with staff within OLHSA and in the community.
6. Carries out all other duties as directed by the supervisor.

Qualifications:

1. High School Diploma is required; an Associate's Degree is preferred
2. Minimum of 1 year experience with Microsoft Office suite; must be proficient in Excel
3. Excellent communication and math skills are preferred
4. Valid Michigan driver's license, current automobile insurance, and an automobile to be used for job related travel are required
5. Must be able to meet the physical demands of the job

Hours & Wage

\$13.82 per hour (minimum)

40 hours per week, 52 weeks per year

Deadline to Apply

Until filled