Administrative Services Manager

JOB CODE: HS001
Schedule: Full Time On-Site
Work Status: Regular / Exempt
Salary: 21.77/hr. based on experience
Location: Donna, Texas

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation

Advancement

In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.
Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you want to join a team who is dedicated and passionate in assisting migrant and families succeed?

Our administrative team is looking for an individual who is driven and motivated in providing the support, evaluation, coordination, organization, management, and resources to ensure that necessary documents, plans, and goals are timely and accurately met. If you believe that you are this individual, then we have a position for you.

In this role, you will serve as an Administrative Services Manager under the direct supervision of the MSHS Regional Director who is responsible for the coordination and management of Child Development Program’s office operations and supports office management to the Head Start/Migrant Head Start and Child Care centers. Performs office duties for implementation and coordination of: Workforce documentation at the program level, organizing and evaluating daily office practices and procedures; coordinating supply purchases for office and program, filing/submitting supply purchase requisitions and assists in property management and general operations reporting systems. Additionally, in conjunction with Regional Managers, coordinates professional development for all staff.

Primary Responsibilities (not all inclusive):

1. Manages daily office responsibilities for the MSHS Regional Director; implements hiring and staffing procedures and reporting requirements.
2. Managing office flows includes Analysis and organization of office operations and procedures and ensures effective workplace flows and protocols that includes the review of office duties and activities to ensure completeness, accuracy and timeliness of reports and correspondence for efficiency and reports problems to the MSHS Regional Director.
3. As part of Database Management Systems utilization for staff information, will integrate the use of an automated system and Database Management System to back up files into organized system and develop procedures to facilitate the retrieval of information.
4. Formulates and establishes procedures and processes for systematic extension, tracking, protection retrieval, transfer and disposal of program files and personnel records.
5. Function as designee for the MSHS Regional Director as a focal point for communications, disseminating deadlines, reminders, notices, announcements, etc., as directed.
6. Assists in the preparation and revision of proposals, including timely submission of same, as requested and verifies completion of information.
7. Maintains open lines of communication with all MSHS staff, corporate departments, Governing Bodies, and Parents.
8. Assist MSHS Regional Director in completion of required reports in a timely fashion.
9. Attends meetings as assigned by the MSHS Regional Director and provides technical assistance to MSHS program staff as requested.
10. Supervise Receptionist and duties performed.
11. Assist in office property management and control inventory, tagging and transfer of equipment and compiling inventory lists at the request of the Migrant Seasonal Head Start Regional Director.
12. Will work directly with the MSHS Regional Director/Program Managers to access the training needs of the staff and schedule appropriate trainings to address those needs.
13. Will work with Receptionist and MSHS Regional Director/Program Managers to develop an organized system in the Head Start Program files.
14. Will proofread and type reports, proposals, and other correspondence, as needed, composes routine written correspondence for signature.
15. Assists the Migrant and Seasonal Head Regional Director in planning and coordinating program conference training and/or workshops.
16. Organizes and maintains a calendar of due dates for reports, scheduled meetings for the MSHS Regional Director and other program departments.
17. Assist with coordination of travel and arrangements for administrative staff.
18. Attends meetings, conferences and workshops as assigned.
19. Performs other duties as assigned.

Qualifications:

1. Demonstration of COVID-19 Vaccination may be required as per company protocol, local, state and/or federal requirements.
2. AA in Management or Business Administration
3. Ten years' experience in office management in lieu of AA degree
4. Able to demonstrate, through experience and/or training, the ability to work independently, maintain good organizational skills, work with people effectively, maintain confidential and sensitive information.
5. Experience in word processing and spread sheets with a good working knowledge in basic office software such as Microsoft Office suites, such as MS Word, MS Excel, MS PowerPoint, MS Access, e-mail, Data Base System or other comparable software.
6. Bilingual (PREFERRED) in English and Spanish; verbal and written form, but not required.
7. Able to travel and work irregular hours.
8. Must have a car and possess a valid driver's license and appropriate liability car insurance coverage.

CLICK HERE TO APPLY FOR THIS JOB.

Equal Opportunity Affirmative Action Employer