



E.O. Posting No. 0063

## EMPLOYMENT OPPORTUNITY

**Title:** Administrative Assistant

**Program:** Head Start

**Beginning Salary:** Negotiable

**Travel Required:** 20% (may travel to other Head Start locations)

**Duties:** Provide office management for the Head Start program, maintain work order vouchers and provide daily oversight of the schedule of Maintenance Worker, maintain data base of in-kind, order supplies, fill center requisitions and other duties as assigned.

### **Education & Work Experience**

**Required:** High School Diploma or equivalent, must have excellent computer skills, and one year of purchasing or inventory control experience

**Preferred:** Associate Degree

### **Certifications/Licenses**

**Required:** Valid driver's license with good driving record and background check.

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Submit applications to: Stacie Stefka, Head Start Program Administrator  
3141 Briarcrest Dr., Suite 501  
Bryan, TX 77802

Email: [sstefka@bvcaa.org](mailto:sstefka@bvcaa.org)

Fax: 979-774-3782

Please visit [www.bvcaa.org](http://www.bvcaa.org) for an employment application.

**EOE**

Date Posted: 06/29/2015