



Urban League of
Greater Miami, Inc.

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2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Administrative Assistant (Education) – Job Description

Position Summary

The Administrative Assistant provides day-to-day administrative, clerical, and record-keeping support to the Education department. This role keeps program files, data entry, attendance, snack and food-program documentation, and shared records accurately, organized, and audit-ready in support of the Director of Education and the program team.

The ideal candidate is highly organized, detail-oriented, and dependable, with a strong comfort for data entry and documentation and a warm, professional presence with families, staff, contractors, and school partners.

Key Responsibilities

General Administrative Support

- Provide day-to-day administrative and clerical support to the Director of Education and the education program team.
- Answer and route phone calls, emails, and inquiries from families, staff, contractors, and school personnel.
- Schedule and coordinate meetings, training, events, and shared calendars.
- Make copies and prepare, format, scan, and distribute documents, forms, flyers, rosters, and training materials.
- Maintain organized physical and digital program files, including application files, rosters, staff sign-in/sign-out records, and training documents.

Attendance, Data Entry & The Children's Trust (TCT)

- Support daily attendance and data entry in The Children's Trust (TCT) systems, including Trust Central.
- Complete weekly data-quality reviews of TCT records as assigned to ensure accuracy and completeness.
- Maintain application files, enrollment records, and program rosters.
- Help collect, track, and follow up on required student forms, including emergency contacts, authorizations, medical/allergy information, and DCF-required documents.

Snack & Food Program Documentation (M-DCPS)

- Complete and maintain M-DCPS snack rosters, daily counts, and weekly ordering documentation.
- Maintain accurate snack records and complete annual Food and Nutrition paperwork.
- Coordinate food-program documentation and requirements with the Site Coordinator and Food Service Manager.
- Ensure all food-program records remain complete, accurate, and audit-ready.

Records, Receipts & Shared Drive

- Maintain records, receipts, and additional physical and digital files, including those stored on the department's shared drive.
- Keep the shared drive organized, current, and easy for the team to navigate.
- Process paperwork, invoices, check requests, and expense or reimbursement documentation as directed.

Compliance & Grant Support

- Help keep compliance documentation complete, current, and well organized.



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- Assist with preparing materials and documentation for audits, monitoring visits, and grant reporting.
- Flag missing or incomplete documentation to the Director or Assistant Director of Education.

Communication, Family Support & Coordination

- Serve as a friendly, professional first point of contact for families and visitors.
- Send program communications, reminders, schedules, and event information to families.
- Assist with ordering supplies and with logistics for family engagement events, trainings, and meetings.
- Perform other administrative duties as assigned by the Director of Education.

Qualifications

Required

- High school diploma or equivalent (GED).
- One or more years of administrative, clerical, or office support experience.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Google Workspace, including Google Drive.
- Strong data-entry skills with a high level of accuracy and attention to detail.
- Strong organization, time-management, and record-keeping skills.
- Strong written and verbal communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Reliability, punctuality, and the ability to manage multiple tasks and deadlines at once.

Preferred

- Associate's degree or coursework in business administration, office administration, or a related field.
- Experience in a nonprofit, school, education, or youth-serving setting.
- Experience with The Children's Trust (TCT), Trust Central, or similar student databases.

Physical Requirements & Work Environment

- Primarily an office environment, with travel to program sites.
- Prolonged periods of sitting and working at a computer.

Compensation & Schedule

Pay \$17.60

The regular schedule is Monday through Friday, with occasional adjustments for events, trainings, or program needs.

Reports To: Director of Education

Supports: Director of Education, Assistant Director of Education, and program team

Employment Type: Hourly

Pay Range: \$17.60

Schedule: Monday–Friday; occasional adjustments for events or program needs

Location: Main office, travel to program sites