

Administrative Assistant

Imagine Early Learning Centers

Dumbo, NY

Other

Posted on December 19, 2020

Job Description

Imagine Early Learning Centers, an employee owned child care management company, operates ten high quality, full day licensed and NAEYC accredited Early Childhood centers in the NY metro area for children 6 weeks to 5-years-old. With state of the art facilities, professional development opportunities for promotion, a teamwork approach to classroom and center management, and a creative and rewarding work environment, Imagine maintains a satisfied and talented teacher staff. At Imagine, we know children, as well as staff and families, thrive in a stimulating and nurturing environment. Staff, children and families alike are valued as individuals and as members of our diverse community.

Imagine Early Learning Centers has an exciting opportunity for an Administrative Assistant to work with the Director at our Early Childhood Learning Center in Dumbo, NY.

We are seeking an experienced, energetic and creative professional to join a team providing the highest quality childcare for working families.

Responsibilities

- Maintenance of enrollment wait list
- Schedule/conduct tours of the center for parents/guardians
- Manage licensing/accreditation documentation
- Track tuition payments and petty cash expenditures
- Operate office management data systems

- Manage inventory of supplies and snacks
- Liaise with HR Dept regarding personnel files and recruitment efforts
- Coordinating, tracking and maintaining UPK records and documentation

Qualifications

- Bachelor's Degree
- Candidate must have at least two years experience as an administrative assistant
- Excellent oral and written English language skills
- Strong computer, organizational and customer service skills.
- Knowledge of Early Childhood Education and Universal Pre-K a plus

Downloaded from Early Childhood Job Board on September 21, 2025

Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=2904>