

Quality Assurance Secretary

Long Island Head Start

Patchogue, NY

Other

Full-time

Onsite

\$19.77 - \$19.77 an hour

Posted on April 18, 2023

Job Description

- Under the immediate direction of the Director of Quality Assurance, the Quality Assurance Secretary is responsible for secretarial and clerical duties and helps work toward building the organization to be an exemplary Head Start program and the premier child and family development organization on Long Island.Â The Quality Assurance Secretary performs all duties to be consistent with Head Start philosophy, policies, and Performance Standards.Â As directed by the Director, the Quality Assurance Secretary may also provide comprehensive secretarial and support services to Facilities staff.

Qualifications

- Graduate of an approved Secretarial Science Program with one (1) year experience or High School Diploma or equivalent and two (2) years secretarial experience.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

To apply for the position, applicants should mail, fax (631) 758-2953, or email resumes to humanresources@liheadstart.org. Please indicate position desired. For more information, visit our website at www.liheadstart.org.