



Promoting, supporting, and strengthening children's earliest relationships
prenatal to age six

CT-AIMH IS NOW HIRING!

Training Assistant/Administrative Assistant

JOB TITLE: Training Assistant/Administrative Assistant

REPORTING: Training Coordinator

STATUS: 28 hours/week, non-exempt

SALARY: Starting at \$27/hour

BENEFITS: Paid Time Off (PTO) and up to 12 paid holidays

OFFICE LOCATION: 19R Pearl Street, Noank, CT (position requires both on-site work and the possibility of remote work -from any location within CT)

Interested Applicants: Email resume and cover letter to Heidi Maderia, CT-AIMH Executive Director at: Heidi.maderia@yale.edu

Deadline for submissions: Monday, February 27, 2023

PURPOSE:

The Training Assistant/Administrative Assistant position is an outstanding way to develop leadership, communication, and administrative skills. It is also a way to secure a very flexible job that once trained, your time can be divided between in-office hours and remote location hours. You will support the Training Coordinator and the Executive Director with administrative tasks, creating and maintaining training registration, attendance, reporting, and evaluation, and you will be asked to assist at trainings or conferences that are held at various locations around the state, or virtually. You will be supplied with a laptop computer to complete all job responsibilities.

QUALIFICATIONS AND CHARACTERISTICS:

- High School Diploma or GED, preferred
- Computer skills needed and experience with Microsoft Office
- Experience with Constant Contact and Padlet are a plus
- Minimum 2 years of experience in an office setting
- Detail oriented and strong organizational skills
- Ability to coordinate and prioritize multiple sources and types of information
- Excellent relationship development skills
- Bi-lingual applicants are encouraged to apply.

JOB REQUIREMENTS:

1. Strong organizational and interpersonal skills.
2. Adept with Microsoft Office software
3. Ability to work a flexible schedule
4. Verbal and written fluency in the English language
5. Ability to learn to use the Constant Contact online event registration, evaluation, and email system
6. Ability to learn to use the Padlet platform for uploading training materials
7. Ability to travel within Connecticut

JOB RESPONSIBILITIES:

1. Assist with scheduling CT-AIMH trainings, conferences, events, and email events (i.e. newsletter)
2. Prepare online registration for trainings, conferences, events, and email events using Constant Contact
3. Regularly schedule and send reminder emails of above mentioned events
4. Use Padlet to upload materials for all above mentioned events (including appropriate attachments, such as handouts, images, PPTs, etc.)
5. Use Constant Contact to coordinate and sort training, conference and event participant attendance, evaluations and data for reports
6. Track and record payments for trainings, conferences and events using Constant Contact
7. Prepare and maintain vendor agreements and/or contracts, electronic fliers, agendas, evaluations, training summaries, attendance, certificates of attendance, NASW CEC applications, NASW reports and NASW certificates
8. Coordinate and secure site, food, presenter accommodations and presenter travel arrangements for trainings and conferences, when needed.
9. Attend trainings and conferences (free of charge) and assist with registration at those trainings and conferences, when needed.
10. Meet with CT-AIMH team weekly.
11. Provide monthly reports of work completed.
12. Maintain confidentiality, and comply with HIPPA and ADA laws.
13. Sign a Computer User Agreement and Release Form with CT-AIMH.
14. Offer general administrative, training assistance and other duties as required.

SUPERVISION:

- This position is supervised by the Training Coordinator.

PHYSICAL REQUIREMENTS:

While performing the responsibilities of the job, the employee is frequently required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also, may need to remain seated for long periods, have the ability to perform repetitive motions and reach for objects. Employee is frequently required to hold a writing instrument, communicate verbally, and hear well enough to detect nuances and receive detailed information. They may be required to grasp objects, push, and pull objects, bend, stand, walk, squat, or kneel. Vision abilities required by this job include close vision for data preparation or analysis, and expansive reading. May need to lift items, up to 30 pounds. Equipment used: laptop computer, copier, phone, and scanner.

WORKING CONDITIONS:

This position will require in-person work (in Noank office) and the possibility of remotely based work (from any location within the state of Connecticut). In person presence for regular staff meetings and other responsibilities is required.

The work conditions described here is representative of those an employee encounters while performing this job. Depending on work location, the incumbent will typically work indoors in a heated and air-conditioned office, with a mixture of natural, incandescent, and fluorescent light with low to moderate noise levels or be subject to working conditions conducive to a home environment. When travel is expected the incumbent will be exposed to outside environmental conditions during those times.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

GENERAL INFORMATION:

Required: willingness to travel within the state 30-50% of time; valid driver’s license and insurance. Position is dependent upon grant funding and funding is currently secured from Jan 2023-Dec 2025.

OUR COMMITMENT TO DIVERSITY AND EQUALITY:

CT-AIMH is proud to be an Equal Opportunity Employer, committed to inclusive hiring, advancement, and professional development and is dedicated to diversity in its work, its staff and with community partners. This is an exceptional opportunity for a professional who shares our commitment to diversity, equity and inclusion and supports our mission to enhance outcomes for ALL children by supporting those professionals who work with children 0-6 years old and their families.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. All qualified candidates are encouraged to apply. As a non-partisan organization, the Connecticut Association for Infant Mental Health (CT-AIMH) supports ALL Connecticut babies and their families, and ALL professionals who work with or on behalf of families, without regard to race, disability, gender identity, religion, sexual orientation, country of origin, heritage, or political affiliation.

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Connecticut Association for Infant Mental Health, Inc. (CT-AIMH)
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