

JOB DESCRIPTION

TITLE: ASSISTANT PROGRAM ADMINISTRATOR
REPORTS TO: DATA MANAGER II
STATUS: NON-EXEMPT
LOCATION: OAKLAND
PAY: \$25/HR

POSITION SUMMARY

Assists the assigned Program/Site with programmatic and administrative matters of the agency.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree (B. A.) from four-year college or university or equivalent in business, nonprofit or public administration preferred.
2. Two years program assistance and/or administrative experience and/or training; or equivalent combination of education and experience.
3. Bilingual in Spanish required.
4. Must have Word processing, spreadsheets and database proficiencies.
5. Experience with coordinating meeting logistics, flexibility to attend evening meetings.

RESPONSIBILITIES:

1. Maintain calendar of due dates of program/s reports, evaluation requirements and other important due dates
2. Pre-screening and assist applicants for the program/s eligibility determination and enrollment
3. Answer the main phone and take messages or transfer calls, route incoming correspondence.
4. Assist in the preparation and photocopying of program/s reports and correspondence
5. Provide information packets for callers seeking information about Brighter Beginnings.
6. File all correspondence and program-related documents related to BB, including summaries or minutes of network coordination meetings.
7. Assist in ordering supplies program/s office supplies.
8. Input client data into database
9. Becoming a certified car seat technician and assisting the program in installments.
10. Coordinate community donations program like clothe drive, Food Bank, community donations and diapers distribution.
11. Support/Coordinates special projects, activities or events as assigned by Sr. Program Manager
12. Assist with enrollment
13. Assist with delivery of services (including home visiting) to clients when needed
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.