



Position: Office Manager – Coney Island Cornerstones
Program/Department: Division of Youth Development
Reports to: Program Director
Hours: Part Time – Coney Island

Position Summary:

Cornerstone Programs provide academic and recreational opportunities to children, teens and adults in NYCHA community centers. The Cornerstone program is offered every weekday from 9:00 am to 10:00 pm, Saturdays from 10:00 am to 5:00pm, and extended hours during the summer and school holidays. BCS Cornerstone Programs are located in Brownsville, Fort Greene, and Coney Island.

Responsibilities:

- Provide administrative oversight, in conjunction with the Program Director, to ensure all administrative duties, reports and paperwork is maintained and organized.
- Greet and meet parents and providers as the first point of contact at the site.
- Arrange meetings and workshops using Google Calendar.
- Prepare documents, correspondence, flyers, packets of information, etc. for the office.
- Develop organizational procedure and systems for office personnel, including filling, billing, payroll and scheduling.
- Enhance programming by completing program paperwork such as attendance, visitors log, maintenance log, activity and sign in sheets etc.
- Build positive relationships with youth and young adults and serve as a role model.
- Under the direction and approval of the program director, establish and maintain systems to monitor and manage employee records and files; conduct new employee orientations; and oversee and document the use of sick, vacation and personal leave and lateness.
- Oversee the professional use of phones and provide technical assistance to staff when necessary.
- Order, secure, manage and maintain office supplies and equipment.
- Preparation for all meetings at the center, including typing agendas, sign in sheets, room set up and phone calls.
- Assist with the recruitment and enrollment of new participants.
- Assist with the completion of DYCD monthly deliverables and inventory lists.
- Assist with inputting daily attendance and activities into DYCD Database.
- Attend trainings, professional developments and staff meetings as needed.
- Responsible for opening the center when Site Director or Assistant Director are off-site
- Perform other duties as assigned.

Qualifications:

Required Qualifications:

High school degree required, one year experience in office setting, good communication skills

Preferred Qualifications:

Associates degree in Business Administration or related field

Required Skills/Experience:

- Must be familiar with non-profit, youth or social service agencies.
- Demonstrated skills and competencies in program and human resource administration, and ability to manage multiple administrative tasks while meeting deadlines.
- Ability to creatively problem-solve information management challenges.

EQUAL OPPORTUNITY EMPLOYER



Brooklyn Community Services

- Professional communication skills, both oral and written.
- Ability to interact professionally and effectively with staff, volunteers, program members, parents, community residents, visitors, and vendors.
- Must be computer proficient in Microsoft Word, Access, Publisher, and Excel, and must be able to learn DYCD Administrative Database.
- Familiarity and compliance with office protocols involving dress, demeanor, record keeping, confidentiality, staff meetings, visitors, and employee use of supplies and equipment.
- Reliable and able to work as a team member. Must be able to multi-task, be detailed oriented, and flexible.

Contact:

Email Resume and Cover Letter to:

Angela Chiappara, Division Director, Youth Development

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