



**Position:** **Special Assistant**  
**Program/Department:** Afterschool Education  
**Reports to:** Division Director of Afterschool Education  
**Work Location:** 400 Liberty Avenue, 2<sup>ND</sup> Floor, Brooklyn, NY 11207  
**Hours:** Full Time - M-F 35 hours per week

**Position Summary:**

BCS afterschool programs provide academic, arts and recreation opportunities for elementary and middle school students in 7 public schools located in East New York, Crown Heights, Brownsville and Bedford Stuyvesant, Brooklyn serving over 950 children enrolled in New York City Public Schools.

**Responsibilities:**

Administrative

- Provide daily administrative support to Division Director of Afterschool Education (“Division Director”).
- Manage the Division Director’s daily schedules, expense reports, travel, and related tasks and forms
- Responsible for supporting the Division Director in creating and maintaining an organized and efficient office environment
- Read and analyze incoming memos, emails, reports and other submissions to determine their significance and plan their distribution
- Develop, compose and prepare documents (data reports, letters, memos, agendas, invoices and other), as required, and review, edit and format documents according to house styles as requested
- Create and maintain appropriate electronic and physical filing systems for all work agreements, files, proposals, correspondence, and other records
- Collect, review and submit timesheets for the Division Director
- Track and maintain proper documentation for employee absences
- Assist with preparation of credit applications and payments
- Process and distribute vendor payments after receiving proper approvals
- Protect the security of all records to ensure that confidentiality is maintained
- Monitor and maintain the inventory of supplies and equipment in the Afterschool Education offices and sites
- Collect and distribute mail
- Identify opportunities for streamlining, including operational processes and make recommendations for improvement, simplification, and standardizing procedures
- Facilitate transactions between Site Directors and vendors after proper approvals

Project and Event Management

- Provide support to the Division Director in managing special projects related to the Afterschool Education Office and School Site management
- Maintain vendor, staff, and licensing records
- Be the liaison and project coordinator for projects and events (track tasks, facilitate meetings, prepare project plans, status reports and etc.)
- Build, maintain, and document partnerships with associated organizations and community representatives (both local and citywide)
- Advise team members of compliance with BCS Policies and Procedures as well as other regulation, external and internal such as: Fire Safety and Evacuation, Contracts and Grants, Regulatory Requirements, and other agreements
- In absence of Division Director and Educational Specialist, assist Site Directors with administrative tasks



### Calendar Management

- Maintain Division Director's calendar(s) with appropriate discretion – track commitments, prioritize meeting requests, and accommodate daily changes to the schedule or priorities
- Maintain and update the Afterschool team's vacation time/calendar
- Meeting Coordination
- Coordinate meetings and conferences. Manage meeting logistics including invitations, room reservation, distribution of agenda and materials, etc.
- Attend meetings and other functions as requested and record/transcribe minutes and distribute copies as appropriate

*Perform other related tasks as assigned*

### **Qualifications:**

- Bachelor's Degree required (Education or Business Administration is a plus)
- Expert knowledge of Excel and other Microsoft office applications
- Understanding of afterschool programs and government contracts is a plus
- Excellent organizational and communication skills
- Problem solving skills

### **Contact:**

Please email resume and cover letter to:

Mary Silver, Division Director of Afterschool Education

[msilver@wearebcs.org](mailto:msilver@wearebcs.org)