



Position: Part time Office Manager – Farragut Cornerstone
Program/Department: Cornerstone Program, Division of Youth Development
Reports to: Cornerstone Site Director
Work Location: 228 York Street, Brooklyn, NY 11201
Hours: Part Time – Monday to Friday

Position Summary:

Brooklyn Community Services is one of Brooklyn’s first and largest non-sectarian social services agencies. Serving more than 10,000 individuals annually, BCS is committed to a broad and diverse range of services including prevention of foster care placement; crisis intervention; early childhood and after school education; and vocational training, job placement, and clinical services to adults with physical and developmental disabilities, and histories of mental illness.

Responsibilities:

- Provide administrative oversight, direction, training and support to staff, volunteers and interns for the effective and professional administration of the department.
- Greet and meet parents and providers.
- Arrange meetings and workshops using Google Calendar.
- Prepare documents, correspondence, flyers, packets of information, etc.
- 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, activity and sign in sheets etc.
- Build positive relationships with youth and young adults and serve as a role model with respect to demeanor, communication and behavior.
- Under the direction and approval of the site 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.
- Prepare for all meetings that are occurring in the center such as agendas, room set up and phone calls.
- Assist with the recruitment and enrollment of new children.
- Must be able to multi-task, be detailed oriented, and flexible.
- Assist with the completion of DYCD monthly deliverables and inventory lists.
- Assist with inputting attendance and activities into DYCD Database.
- Attend trainings, professional developments and staff meetings as needed.
- Responsibilities to open the center when Site Director or Assistant Director are off-site
- Perform other duties as assigned.

Qualifications:

- 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.
- 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

EQUAL OPPORTUNITY EMPLOYER



Brooklyn Community Services

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

Required Qualifications:

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

Preferred Qualifications:

Associates Degree in Business Administration or related

Contact:

Email Resume and Cover letter to:

Yolanda Colon- Deputy Director Youth Division

ycolon@wearebcs.org