



Job Description

Position: Office Manager

Program: Learning Lab and Cornerstone

Locations: Brooklyn based - Coney Island

Salary: 30K from Sept 2020- June 2021, after June 2021 \$15.00 per hour - Per Diem

Hours: 35 hours (Sept 2020-June 2021), 21 hours (after June 2021)

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. Serving more than 20,000 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.

Cornerstone, Learning Lab and Beacon Programs provide academic, art and recreational opportunities to children, teens and adults in NYCHA community centers and DOE schools. BCS Cornerstone and Beacon Programs are located in Brownsville, Fort Greene, and Coney Island.

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 Required:

- HS Diploma or equivalent, AA degree in Business Administration or related concentration preferred
- Have at least one year experience in an office setting.
- 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.
- 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

*Temporary Full-time salary Position- from Sept 2020 to June 2020. After June 2020, per diem hourly

How to apply: [Click here to apply to the Office Manager role](#)