



Lake Worth West Resident Planning Group, Inc.

Job title:	Site Administrator/Assistant BRIDGES Program Director		
Department:	BRIDGES		
Reports to:	CEO & President		
FLSA:	Exempt	FTE:	1

Job Overview

This position reports directly to the CEO & President. The staff in this position assist in fulfilling our mission to promote family unity, community safety and beautification, and provide wellness, cultural and educational programs for residents of Lake Worth West.

Essential Functions

1. Serves as the office manager and supervises the maintenance staff and the child watch staff.
2. Serves as the second in command when the CEO & President is out of the office.
3. Maintains budget and expense tracking systems including, making purchases and check request administration.
4. Oversee the Petty Cash process.
5. Organizes, coordinates, and supervises related activities occurring at the agency.
6. Manages the BRIDGES calendar online and hard copy.
7. Manages and oversee the process for creating marketing materials.
8. Assist in planning and implementation of activities, including capacity building workshops, parent child activities or other events occurring online or at the site as requested.
9. Responsible for accurate and timely management of all necessary administrative duties including, but not limited to: quarterly reporting, staff timesheet, incident reports paperwork, data entry into Data System, back-up documentation for audit (including participant sign in sheets), and all reporting requirements as appropriate.
10. Maintain and keep current on all required and other assigned trainings indicated in the staff learning plans.
11. Runs reports in HBDS and provides feedback and oversight to staff
12. Oversees the ordering of supplies and food for the center and related activities and events.
13. Oversees the Women's Club/Women Helping Women Program, which includes the implementation of the activities and the grants/budgets that fund this program.

14. Plan and facilitate Partnership Meetings and track the progress of the partnership. Keep accurate records.
15. Leads and facilitates the ECLC Partners Meetings and oversee the implementation of the ECLC Project.
16. Manages the agencies zoom platform. Creates meeting links for all the activities scheduled in the BRIDGES monthly calendar.
17. Assist in any other related activities as deemed necessary by the team and under the direction of the CEO & President.

Knowledge/Skills/Abilities

1. Undergraduate degree in Business, Social Work, Nonprofit Management, etc.
2. Minimum 5 years related experience supporting high-level managers in the non-profit sector.
3. Proficiency in Microsoft Office.
4. Proficiency in online meeting platforms such as Zoom, WebEx and Teams
5. Excellent verbal and written communication skills.
6. Strict attention to detail with ability to prioritize issues appropriately.
7. Bi-lingual Required

Working conditions

Position operates in a professional office environment.

Physical requirements

Local travel required for meetings, training and events.

Direct reports

Child Watch Staff Member
Maintenance Staff Member

Other

Employee acknowledgment of receipt: _____

Date: _____