



JOB POSTING

TITLE: ASSISTANT PROGRAM ADMINISTRATOR
REPORTS TO: DIRECTOR OF PROGRAM SERVICES
STATUS: NON-EXEMPT/FULL TIME
LOCATION: OAKLAND, CA
PAY: \$21.43/HR

OUR MISSION & VISION

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, *Every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with 4 locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

POSITION SUMMARY

Assists the assigned Program/Site with programmatic and administrative matters of the agency.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree (B. A.) from four-year college or university or equivalent in business, nonprofit or public administration.
2. Two years program assistance and/or administrative experience and/or training; or equivalent combination of education and experience.
3. Bilingual in Spanish required.
4. Must have Word processing, spreadsheets and database proficiencies.
5. Experience with coordinating meeting logistics, flexibility to attend evening meetings.

RESPONSIBILITIES:

1. Maintain calendar of due dates of program/s reports, evaluation requirements and other important due dates
2. Pre-screening and assist applicants for the program/s eligibility determination and enrollment
3. Answer the main phone and take messages or transfer calls, route incoming correspondence.
4. Assist in the preparation and photocopying of program/s reports and correspondence
5. Provide information packets for callers seeking information about Brighter Beginnings.
6. File all correspondence and program-related documents related to BB, including summaries or minutes of network coordination meetings.
7. Assist in ordering supplies program/s office supplies.
8. Input client data into database

9. Becoming a certified car seat technician and assisting the program in installments.
10. Coordinate community donations program like clothe drive, Food Bank, community donations and diapers distribution.
11. Support/Coordinates special projects, activities or events as assigned by Sr. Program Manager
12. Assist with enrollment
13. Assist with delivery of services (including home visiting) to clients when needed.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Ability to occasionally lift 25 pounds, ability to quickly respond to small active children at play, have good flexibility to be able to sit on the floor to participate in children’s activities.
6. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to pens, pencils, calculators, computer keyboards, telephone, printers, etc.
7. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

APPLY

If you’re interested in this position, please email your resume to jobs@brighter-beginnings.org or apply through this job posting. Please make sure to subject the email with the position title that you are applying for.