

JOB TITLE: Program Specialist
FLSA CLASSIFICATION: Part-time 15-20 hours week
REPORTS TO: Executive Director



JOB DESCRIPTION: The Program Specialist will work closely with the Director of First Steps in Beaufort County to achieve the goals of Beaufort County First Steps' initiative that children will enter school ready to succeed. Provide program support and technical assistance. The Program Specialist will serve as the office liaison for BCFS and will also provide logistical support and outreach, marketing and public relations services to various programs.

QUALIFICATIONS: At minimum: Associates Degree in Early Education or related field with three or more years of experience. Excellent communication skills. Experience in office management and ability to work with diverse population. Familiarity with GAAP and accounting software. Valid driver's license and reliable transportation. Must be able to pass criminal background, child, and adult maltreatment screen.

DESIRED SKILLS:

- Good Communication skills – oral and written
- Exceptional Organizational skills
- Knowledge of basic computer programs, ability to type a corrected rate of 40 words per minute
- Flexibility of work hours to attend evening events, meetings, training, etc.
- Knowledge of local area
- Familiarity with the operations of a non-profit organization and Board of Directors
- Self motivated/require little supervision

DUTIES:

- Provides support to the agency and performs routine and complex duties to support the mission of the agency.
- Assist in marketing and parent outreach activities (e.g. social media, direct mail, eligibility leads, etc.)
- Assist with organizing, planning and communications tied to special events and professional development and trainings.
- Attend company functions and networking events as needed.
- Performs general office duties (filing, reports, upkeep of First Steps webpage, data entry)
- Maintain highly confidential files involving salary administration, performance evaluations, personnel files, etc.
- Answer, screen and compose responses to incoming and outgoing mail, telephone calls, faxes, and other correspondence as needed
- Assist in creating necessary forms for general office procedures and practices
- Accountable for timely process of invoices and payroll timesheets and other required documents to RFM
- Assist selected programs with determining the 15% match for In-Kind purposes
- Responsible for the preparation and distribution of quarterly Board packages (agenda, minutes, financial reports, etc.)
- Provide technical assistance to all First Steps programs & staff
- Assist selected programs with ordering of supplies, equipment, etc.
- Research and locate resources to help selected programs meet their goals
- Assist programs with outreach public relations and marketing and other logistical matters
- Attend meetings with Executive Director as determined necessary
- Assist in other program duties as assigned.

Deadline to submit resume June 14, 2019

Beaufort County First Steps, 703 Bladen St., Beaufort, SC 29902

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