



**Position:** Bright Beginnings Program Assistant

**Reports to:** Bright Beginnings Curriculum Manager

**Position Status:** Non-Exempt Full-Time

**Supervisory Responsibilities:** None

### **Overall Responsibility**

With the leadership and guidance of the Bright Beginnings Curriculum Manager, the Bright Beginnings Early Childhood Director, and the Director of Adult Education, the Bright Beginnings Program Assistant will oversee the logistics and assist with the daily operations of the Bright Beginnings program. This includes, but is not limited to the onsite coordination of the office, phones, class lists, and transportation for the Bright Beginnings Parent Time courses, Early Childhood Education program, and all additional affiliated Bright Beginnings courses and special events. The Bright Beginnings Program Assistant will carry out duties in a way that ensures high quality programming and works towards the fulfillment of the stated goals and mission of Grace Place.

### **Program Support**

- Assist in the provision of a high-quality, comprehensive program.
- Coordinate the registration of Bright Beginnings families and facilitate the appropriate classroom placement.
- Facilitate the accurate input of all required programmatic data and generation of reports needed for program outcome measures.
- Maintain daily attendance and follow up systems for Bright Beginnings courses and affiliated programming.
- Assist with the coordination and the facilitation of the Parent Leadership Council and associated meetings.
- Coordinate the maintenance of Grace Place's Sharing Closet in collaboration with designated student leaders.
- Oversee the maintenance of the Bright Beginnings office to ensure that it is organized and welcoming at all times.
- Oversee the collaboration between Grace Place and Baby Basics, which includes, but is not limited to maintenance of the wait list and registration of eligible families.
- Assist with the photo documentation of Bright Beginnings families for student communication and projects.

### **Direct Assistance to Bright Beginnings Curriculum Manager**

- Oversee the maintenance of accurate class lists for all parent and ECE classrooms.
- Communicate with Bright Beginnings families to continuously assess family needs and to ensure requisite attendance and program commitment.
- Coordinate the maintenance of inventories for needed office and program supplies.

### **Transportation**

- Oversee the accurate creation and revisions to daily transportation routes and associated lists.
- Maintain and meet all DCF requirements for Grace Place transportation.
- Coordinate weekly communication meetings with all those associated with ensuring that program transportation is accurate, efficient, and effective.

### **Volunteers**

- Greet and assist Bright Beginnings office volunteers with the completion of assigned projects.

**Performs all other related duties as required by direct supervisors or Grace Place leadership.**

**Qualifications**

- Associate's Degree, familiarity with family literacy or early childhood education preferred
- Bilingual in written and spoken English and Spanish
- Proficiency in Microsoft Office, use of the internet, and basic computer skills sufficient to maintain program records and ability to learn new systems.
- Ability to work independently with little supervision.
- Valid Florida Driver's License.
- Commitment to supporting the leadership culture of the organization.
- Commitment to the mission and core values of Grace Place.

**Special Requirements**

- Willingness to obtain and maintain DCF Certification and continuing education as needed.
- Current first aid and CPR certificates (can obtain within 90 days of employment).
- Willingness to submit to Fingerprinting and Background checks.
- Requires mobility to stand, stoop, reach and bend; ability to walk long distances; ability to participate actively with students of all ages both indoors and outside.

**Contact**

Please send a letter of interest and resume to: [jobs@graceplacenaples.org](mailto:jobs@graceplacenaples.org)

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