

Programs Administrator



Purpose: Plan and manage the day-to-day activities of BWorks' education programs. Reports to Executive Director

Projected hours: Average of 40 hours per week.

Pay rate: Flexible, depending on applicable experience with a range not to exceed \$52,000

Job Description

This is a flexible position to support the needs of BWorks and its educational programs. While BWorks has made an effort to provide a general description of the duties and tasks of this position, the successful candidate must understand that this is not a comprehensive job description. Tasks and duties may be modified at any time.

Metrics and Administrative Duties

- Schedule both staff and volunteer lead classes.
- Recruit students for programs through communication with school and other groups.
- Collect and analyze metrics from various silos of information including spreadsheets, databases, forms, and participating schools.
- Work with Executive Director to organize metrics into an understandable format.
- Manage volunteer background check process .
- Coordination of program paperwork.
- Manage participant wait lists and provide input for development of student registration software.

Program Development and Reviews

- Participate in and co-lead annual reviews of each program
- Participate in and lead development of new or expanded programming offerings with other staff and volunteers.
- Participate in BOD Education Committee Meetings.

Program Instruction

- Lead at least one class offsite per week

Other possible duties

- Assistance with as available
 - Membership
 - Events



Qualifications

Potential candidates must possess:

- High school diploma or equivalent;
- Excellent oral and written communication skills;
- Enthusiastic passion to achieve the BWorks mission;
- Flexibility to change direction quickly as required by the operational needs of the BWorks environment;
- Ability to work efficiently and independently with little supervision.
- Superior attention to detail and strong initiative.

Preference will be given to candidates that also possess the following:

- Bachelor's degree in Education;
- Strong comfort with editing spreadsheets and text documents;
- Prior administrative and/or teaching experience; or
- Experience or interest in youth education (ages 6 to 18).

Application Process

Please apply online by submitting a cover letter, resume, and 3 - 5 references to BWorks' Executive Director, Patrick Van Der Tuin at Resume@BWorks.org

Due to the volume of applicants, no phone calls please. Only applicants considered for interviews will be called. This position will remain open to applicants until filled.

Patrick Van Der Tuin
Executive Director





BWorks is located at 2414 Menard, St.louis Mo. 63104. www.BWorks.org