



Job Title: Office Administrator, the Backside Learning Center, Inc.

FLSA Status: Non-exempt, Part-time (approx. 20-25 hours/week*)

*Monday-Friday, work hours can be somewhat flexible

Reports to: Executive Director

The Backside Learning Center (BLC) is a 501c3 non-profit organization located on the backside of Churchill Downs racetrack, with the mission of building community and enriching the lives of backside workers and families. The BLC provides educational programming and social services, striving to build community for the nearly 1000 equine workers and their families employed in the stable area who are members of the Louisville community. The population served consists primarily of immigrants from various Latin American countries. The BLC is a team-oriented organization with a commitment to carrying out core values on a daily basis and empowering those we serve.

Summary of position:

Assist in the organization, operation, and management of all office functions, as well as assistance with administrative tasks, such as processing donations, bank deposits, and the coordination and purchase of office and program supplies. Day to day operation of facilities include maintaining a welcoming environment for racetrack workers who are seeking out information and support, and maintaining a neat and organized building and classrooms, and assisting other staff with light administrative support as needed.

Spanish fluency (native or near-native) is a requirement for this position. No candidates will be considered who do not meet this criteria.

Administrative Responsibilities:

- Mail pickup (weekly)
- Bank deposits
- Purchasing office and program supplies
- Track benefit hours for staff
- Update Personnel Handbook as needed
- Assist with communication and coordination with the Board of Directors
- Answer office phone, checking voicemail, taking messages to distribute to appropriate staff person
- Organize and maintain backside mail distribution
- Design, implement, and maintain opening and closing procedures and schedule with staff.
- Maintain Van maintenance calendar
- Respond to communications received via website
- Coordinate IT support needs
- Receive client walk-ins during established hours
 - Document and distribute daily client requests for assistance to appropriate staff
 - Keep track of appointment/case requests

- Communication and coordination with donors of material donations
- Enter In-kind donations into database
- Maintain an updated Wish List for website
- Coordination of compost pick-up
- Organize and drop off office recycling weekly
- Coordinate and maintain communication with cleaning personnel
- Other reasonable duties as assigned

Education, Experience and Skills Required:

- Strong organizational skills
- Experience working with diverse populations and cultures
- Excellent written, verbal communication and interpersonal skills
- Strong commitment to the mission of the BLC
- Ability to adapt to a fast-paced environment, juggling multiple tasks
- Computer skills including Microsoft Office, email, internet navigation, and effective use of social media
- Must have valid driver's license
- High School Diploma or equivalent
- Spanish language fluency required
-

*Position will require frequent physical activity and lifting of items such as recycling, boxes of books and other donations

DISCLAIMER

The preceding description is not designed to be a complete list of all duties and responsibilities required for the position.

- We are committed to equality of opportunity in all aspects of employment. It is our policy to provide full and equal employment opportunities to all employees and potential employees without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability, or any other legally protected status.
- Applicants with ability to speak Spanish and English and fully function as Bilingual and Bi-cultural staff members are desired.

Please submit a resume and cover letter no later than COB 4/30/21 to Sherry Stanley, Executive Director, at ssstanley@backsidelearningcenter.org.