

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Program Assistant

Location: 20 N. Swinton Avenue; 98 NW 5th Avenue

Reports to:
Title: CRA Program Director

Level/Grade:
Pay Range:
\$45,000-\$57,000

Type of position:
 Full-time
 Part-time
 Contractor
 Intern

Hours: 40/week
 Exempt
 Nonexempt

General Description:

Perform a broad range of administrative support and customer service duties to the CRA including, but not limited to, providing assistance to CRA programs such as the CRA Workspace - 98 NW 5th Avenue, or other programs as assigned. This job may require working on evenings and weekends.

Duties & Responsibilities:

- Carries out the day-to-day program administration of the front desk at the CRA Workspace Co-Working office including reception duties, phone calls, emails.
- Registers customers for memberships, day passes, co-working sessions both in person and by phone.
- Answers queries from residents, tourists, public officials and the general public and refers them to the appropriate contact for further information.
- Disseminates information regarding the CRA and programs (i.e. CRA Workspace - 98 NW 5th Avenue Arts Warehouse, GreenMarket, or other programs as assigned).
- Assists with preparation and execution of CRA events.
- Serves as on-site staff for evening and weekend facility rentals at CRA facilities as needed.
- Maintains office and kitchen supply inventory.
- Performs light custodial duties in the absence of custodian.
- Opening and closing procedures of the CRA Workspace when open to the public.
- Provides assistance to staff as requested.
- Other duties as assigned.

Education, Skills & Experience Requirements:

- High school graduate or possession of an acceptable equivalency diploma with a minimum of two (2) years related experience.
- Able to work independently.
- Ability to communicate well both orally and in writing.
- Ability to keep track of and manage multiple tasks.
- Ability to interact well with others and represent the CRA positively on the phone and in person.
- Knowledge of MS Office Systems.
- Must have own vehicle and valid driver's license.
- Must be available to work evenings/weekends and have flexible schedule.
- Able to work outdoors in all weather conditions.
- Must be able to lift 20 lbs., bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

Approved by:
Title: CRA Executive Director

Revised 12/2/2024