

## **Program Support Specialist**

**Best Foot Forward is a nonprofit based in Boca Raton**, serving at-risk and foster care students throughout Palm Beach County. We are looking for a Program Support Specialist to join our incredible team! The Program Support Specialist will assist with all aspects of supporting our programs, including events, projects, and administrative tasks, with a particular focus on managing and organizing supplies and donations.

**This is a full-time (40 hours per week) with some work from home flexibility.**

Best Foot Forward is a growing agency with an exceptional work environment. We offer generous PTO, dental and vision insurance, medical insurance, a 401K plan and other benefits. This is a salaried position, amount commensurate with experience.

### **Job Responsibilities**

- Coordinate and communicate with program staff to ensure all program requirements and student needs are met
- Maintain Amazon wish list on website
- Manage and organize supplies, ensuring all supplies are easily accessible and well-maintained
- Receive, organize, and distribute donations as needed
- Assist with planning, coordinating, and executing student events
- Input and maintain accurate records for student gifts
- Provide administrative support such as filing, uploading, and printing paperwork
- Create, print, and distribute program-related documents/materials.
- Oversee filing, uploading, printing, and distributing of students' pictures
- Communicate with program staff to ensure all program requirements and students' gifts/supplies/needs are met
- Perform additional tasks as needed

### **Skills & Qualifications**

- Highly organized and detail oriented
- Excellent at follow through
- Outstanding verbal and written communication skills
- Strong problem-solving skills
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to multi-task efficiently
- Proficient in Microsoft Word and Excel
- High school degree required, college degree preferred

If you are excited about the opportunity to join our dynamic team, please submit your resume, along with your salary requirements, to [dellman@bestfoot.org](mailto:dellman@bestfoot.org). We look forward to hearing from you and exploring how your skills and experience align with our agency's goals!