

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Program Assistant

**Location:** 20 N. Swinton Avenue; 313 NE 3<sup>rd</sup> Street; GreenMarket

**Reports to:**  
**Title:** CRA Finance & Operations Director

**Level/Grade:**

**Pay Range:**  
\$40,000-\$55,000

**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 Arts Warehouse, GreenMarket, or other programs as assigned. This job may require working on evenings and weekends. Must be able to handle cash and/or credit transactions.

### Duties & Responsibilities:

- Carries out the day-to-day program administration of the front desk including reception duties, phone calls, emails.
- 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.. Arts Warehouse, GreenMarket, or other programs as assigned).
- Registers customers for classes and activities both in person and by phone.
- Assists with preparation and execution of exhibitions, programs, special events, facility rentals, and art projects.
- Serves as on-site staff for evening and weekend facility rentals at the Arts Warehouse or other CRA facilities as needed.
- Serves as day of assistant at the GreenMarket as needed.
- Maintains office supply inventory.
- Performs light custodial duties in the absence of custodian.
- 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 of experience; college experience & passion for visual arts highly desirable.
- 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 50 lbs., bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

**Approved by:**  
**Title:** CRA Executive Director

7/26/21