



**Position Title:** Administrative Specialist  
**Department:** Public Assistance  
**Reports To:** Senior Program Manager  
**Position Type:** Full time, Exempt

FLIPANY is a 501c (3) non-profit, community-based agency that fosters healthy lives through nutrition education, physical activity, and wellness initiatives. FLIPANY is proud to service South Florida (Miami-Dade, Broward, Palm Beach). Our innovative programs support community wide wellness initiative.

### **Position Overview:**

The Public Assistance Department executes FLIPANY's Federal Nutrition Program, where we provide eligible afterschool programs and summer camps with delicious, nutritious meals at their community location. FLIPANY is an approved meal sponsor for the Afterschool Meal Program (AMP) and the Summer Food Service Program (SFSP), a program federally funded by the United States Department of Agriculture (USDA).

The Administrative Coordinator will provision comprehensive administrative support to the Public Assistance Team, working closely with both the Senior Program Manager and Department Director. S/he is responsible for providing detailed accounting and auditing support by validating the accuracy of numerous program reports and spreadsheets. S/he will act as the liaison between FLIPANY's staff, clients (program sites) and caterers.

S/he coordinates all verification and compliance efforts according to guidelines set forth by the USDA and other contract partners. S/he also contributes to departmental growth by formulating reports that highlight areas of growth, outreach efforts, and other areas of interest for the department.

This position requires a highly motivated person who has the ability to follow established action plans, deliver excellent customer service, work with diverse populations, adhere to strict timelines, support staff effectively, successfully handle multiple projects and deadlines as well as consistently produce high quality programs with proven results. Position requires a detail-oriented self-starter capable of working independently in a fast-paced, diverse environment as well as with volunteers and other staff.

### **Responsibilities include, but are not limited to:**

- Learn all aspects of the CCFP and Summer Food Service Programs to ensure compliance with DOH and USDA rules and regulations, as well as local food safety guidelines.
- Review and submit daily meal orders to the respective caterers. This includes but is not limited to, reviewing Excel response forms, analyzing and approving requested amounts, cross-referencing enrollment and maximum capacity, and ensuring the caterer's orders are up-to-date with all relevant information.
- Keep an accurate daily log of meal order changes.
- Manage weekly order forms (Google Forms), according to a predetermined schedule.
- Act as a liaison between the caterer and sites to resolve daily occurrences and ensure smooth delivery of food to sites.
- Answer the phone, greet callers, establish reason for calling, and resolve issue by contacting appropriate person that can help the client.
- Monitor and report enrollment increases for individual sites to the Senior Program Manager.
- Keep track of site trends, regarding corrective action plans, technical assistance, and follow-ups issued.
- Keep track of meal waste on a weekly basis and report to team; also complete on a monthly basis and for all non-school days.
- Assist with keeping accurate records of contacts and progress made on specific grant deliverables.
- Complete various data entry reports for internal/external projects on an as needed basis.
- Serve as a liaison between Public Assistance staff by sharing data analysis on sites.

- Support Senior Program Manager, via compilation of data, in measuring department progress monthly.
- Help facilitate site and staff training, including but not limited to preparation of PowerPoint Presentation, handout material, live presentation, and tracking of participants.
- Purchase supplies and equipment for department as authorized by management.
- Keep all documents on SharePoint, Salesforce, the Office 365 system. Keep Outlook calendar updated and relevant with meetings, important deadlines, and main projects/tasks being worked on.
- Work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers.
- Other duties as necessary to operate the division successfully.

### **Required Skills:**

- Must be extremely detail oriented and organized, self-disciplined and highly motivated to keep up to date with fast-moving activities in the organization.
- Familiarity with office management procedures and basic accounting principles.
- Proven ability to calculate and keep track of meal orders and records.
- Minimum of an intermediate skill level of Excel; comfortable with mathematics, creating & upkeep of files and tables, using basic formulas and conditional formatting.
- Hands-on experience with spreadsheets and proprietary software.
- Customer service orientation and negotiation skills.
- High degree of accuracy and attention to detail.
- Must be effective in collaborating with staff in a positive manner.
- Good verbal, written, and organizational communication skills are essential.
- Ability and comfort in presenting information to a large audience in a live or virtual format.
- Ability to represent FLIPANY in a professional manner.
- Ability to accept feedback and progress accordingly.
- Work independently as well as part of a team.
- Ability and willingness to work evenings and weekends for the purposes of meeting deadlines.
- Proficiency in computer applications, specifically MS Office 2010, Excel, SPSS, Outlook, Publisher, etc.

### **Qualifications:**

- Bachelor's Degree in Finance or Business Administration, Statistics, Non-profit management, or related field, preferred and Minimum 2 years' experience working in a related field;
- Or Minimum 5 years' experience working in related field.
- Proven track record of the above "key attributes"
- Written evidence of Covid-19 immunization from an authorized healthcare provider (vaccination card)

FLIPANY reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer