



CAREER PATHWAY

Brightside Opportunities Center

FIND OPENINGS: <https://www.brightsideopportunities.org/>

Business Description

Bright Side Opportunities Center is a nonprofit organization rooted in the heart of Southwest Lancaster City, created to meet the unique needs of our vibrant community. We are driven by a mission to uplift and empower—offering a wide range of services, programs, and resources designed to create pathways to success for all..

Knowledge, Skills, and Abilities Needed

- *Persuasion – able to compel others to drive action*
- *Problem Solvers – able to analyze problems from all angles, then give recommended solution*
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Connect with us on Social Media!



<https://www.facebook.com/BrightSideOC/>



https://www.instagram.com/bright_side_oc/



<https://www.youtube.com/channel/UCatAB46VRqZ9fIFLEgMj6Qw>



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PRESIDENT & CEO

The President & CEO provides strategic leadership and oversees daily operations to ensure Brightside's programs, finances, and community partnerships align with its mission and long-term goals.



BUSINESS
ADVISOR

The Program Director oversees the planning, delivery, and evaluation of programs to ensure they align with the center's mission and serve community needs. This role leads program staff, builds partnerships, and supports strategic growth initiatives.



FACILITY
MANAGER

The Facility Manager is responsible for maintaining a safe, clean, and fully functional building by overseeing maintenance, custodial staff, repairs, safety protocols, and event setup support.



FRONT DESK
RECEPTION

The Front Desk Receptionist serves as the first point of contact for visitors, providing a warm welcome, managing calls, assisting with program sign-ins, and supporting daily administrative tasks to ensure smooth front office operations.

