



brighterbites[®]

JOB ANNOUNCEMENT

Administrative Coordinator (full-time)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that provides reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food.

Since 2012, Brighter Bites has provided more than 17 million pounds of produce and 100,000s of nutrition education materials to more than 53,000 families and teachers in Houston, Dallas, Austin, New York City, Washington, D.C., and Southwest Florida.

Position Description

The Administrative Coordinator (AC) is responsible for assisting with the day-to-day activities of the Executive Director (ED) in a one-on-one working relationship. The AC will act as the primary point of contact for internal and external constituencies on many matters pertaining to the Executive Director and various members of the Corporate/Administrative team. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The AC must be able to work under pressure and handle a wide variety of activities and confidential matters with discretion.

Responsibilities

- Completes a broad variety of administrative tasks for the Executive Director and Administrative team, including but not limited to: scheduling/managing an active calendar of appointments by arranging meetings, booking meeting space and conference lines, etc.; reviewing emails; arranging travel plans, itineraries, and agendas; compiling documents for meetings; placing orders for office and programmatic supplies; sending and retrieving mail, making copies, etc.
- Works closely and effectively with the Executive Director; Keeps the ED well informed of upcoming commitments and responsibilities, following up appropriately.
- Accurately tracks expenses and budgets by managing credit cards and receipts for the Administrative team; processes and submits receipts in a timely and accurate fashion and balances monthly budget reports.

Requirements

- We are looking for teammates with a desire to work with a mission-driven organization, curious about the world of increasing food access + food literacy, and a desire to help us change that world.
 - Stellar writing skills and strong interpersonal skills are paramount.
 - Must have appreciation for meeting deadlines, and the foresight and organizational wherewithal to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated ability to handle confidential information with discretion, to adapt to various competing demands and to perform with the highest level of service and response.

Education and Requirements

- Bachelor's degree required
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media platforms

*To apply, please send resume and cover letter to
careers@brighterbites.org
with “Administrative Coordinator” in the subject line.*

The better we nourish, the brighter we flourish.

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