

Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Location:	Bosco Nutrition Center	Travel Required:	Yes
Level/Salary Range:		Position Type:	Full-Time
<p>The Administrative Assistant will be responsible for performing all administrative duties of the Bosco Nutrition Center and provide necessary support to the Kitchen Manager in collaboration with the Director of Nutrition in all dimensions of the nutrition education effort. Serve as primary administrator and market contact point for Edmundite Missions Enterprises, the social enterprise arm of Edmundite Missions. The position is full time, reports to the Kitchen Manager, and is headquartered in Selma but may require periodic work at other Missions sites from time to time.</p>			
<p>Responsibilities</p> <ul style="list-style-type: none"> • Nutrition Program Support <ul style="list-style-type: none"> ○ Assist the Kitchen Manager in collaboration with the Director of the Bosco Nutrition Center with identifying and onboarding partners for community nutrition and demonstrations events ○ Assist the Kitchen Manager in collaboration with the Director of the Bosco Nutrition Center with overall planning and scheduling of demonstration sessions ○ Accompany the Director of the Bosco Nutrition Center and/or other presenters to demonstration sessions to gather participant feedback and convey feedback to the Director <p>Edmundite Missions Enterprises</p> <ul style="list-style-type: none"> • Marketing <ul style="list-style-type: none"> ○ In collaboration with Director of Bosco Nutrition Center ensure constant awareness raising in the Selma and surrounding markets of the catering services of Edmundite Missions Enterprises ○ Develop marketing materials, brochure, pamphlets, flyers, and strategies; execute marketing strategies • Administration <ul style="list-style-type: none"> ○ Maintain accurate accounting of catering engagements and manage the internal engagement clearance process within the Missions; liaise with the Finance Department to ensure accurate tracking of invoices and payments ○ Serve as secondary point of contact for catering inquiries and negotiations, developing proposals and agreements in close coordination with the Kitchen Manager in collaboration with the Director of the Bosco Nutrition Center ○ Calculate costs of catering engagements and provide the information to the Kitchen Manager in close coordination with the Director and clients and prepare invoices accordingly ○ Oversee the implementation of catering engagements, ensuring that the Kitchen Manager and the Director of the Bosco Nutrition Center has the information and resources needed to deliver a high quality product and experience ○ Maintain the financial tracker of catering engagements of all types, ensuring that the Associate Programs Director has accurate monthly and quarterly reports <p>Administrative Support</p> <ul style="list-style-type: none"> ○ Administer and manage record keeping for all Bosco Nutrition Center food and materials procurement ○ Manage budget oversight and assist with monthly and quarterly expense analysis; assist with annual budget preparation ○ Procure food, supplies and other inventory needed for the Bosco 			

Nutrition Center utilizing best practices and adherence to the Vizient platform requirements, and identify and capitalize on cost- saving opportunities in the procurement process

- Responsible for accurate data entry and reporting on (Meals of Hope, Bosco Nutrition Center, Youth engagement, etc.)
- Assist as needed with staff scheduling at the Bosco Nutrition Center
- Serve as primary point of contact for surveys, client assessment and other community efforts at the Bosco Nutrition Center requested by the Associate Programs Director.
- Manage the receiving process to ensure that items from approved orders are received and work with vendors to resolve discrepancies
- Assist the Kitchen Manager with other administrative tasks throughout the nutrition program
- Monitor the general (non-food preparation) operations of the Bosco Nutrition Center and promptly report any issues or inefficiencies identified to the Kitchen Manager
- Ensure that the facility is safe, free of security issues and in compliance with State regulations
- Primary point of contact for all facility maintenance and repair requests or needs with vendors and with Missions facility maintenance manager
- All other duties as assigned

Qualifications

- The successful candidate will display the following characteristics:
 - An unquestionable personal code of ethics, integrity and trust
 - Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
 - Comfortable with change and change management
 - Strong verbal and written communications skills
 - Creativity
 - An entrepreneurial spirit that thrives on challenge and organizational growth
 - Ability to lift at least 50 pounds, stand for long hours and work in an area subjected to heat and hot surfaces
 - Ability to use hands as is necessary for cooking and food preparation
- The successful candidate will meet most of the following requirements:
 - At least 5 years of administrative and marketing experience
 - Inventory and procurement management experience
 - Must possess and be able to keep a valid driver's license
 - Proficient computer skills to include all Microsoft Office programs
 - BA, with some business course background