



<b>Job Title:</b>	<b>Administrative Assistant, Food and Nutrition Programs</b>	<b>Job Category:</b>	<b>Salary/Non-Exempt</b>
<b>Location:</b>	<b>Bosco Nutrition Center</b>	<b>Travel Required:</b>	<b>Yes</b>
<b>Salary:</b>	<b>\$xx,xxx.xx</b>	<b>Position Type:</b>	<b>Full-time</b>
<p><b>JOB DESCRIPTION:</b> The Administrative Assistant, Food and Nutrition Programs, reports to the Chief Food and Nutrition Officer. The Assistant is responsible for support to all program activities, taking responsibility for incoming and outgoing communications, ordering and storage, inventories, and administrative support to Edmundite Missions Enterprises activities.</p>			

### Roles and Responsibilities

- Communications
  - Fields all incoming calls and inquiry emails to the Bosco Nutrition Center and Edmundite Missions Enterprises. Handles inquiries where possible and ensures correct routing if inquiry requires additional decision making.
  - Takes all incoming requests for catering, obtains all necessary information and prepares briefing document for Chef
  - Manages all requests from internal Missions programs for food or nutrition inputs
  - Coordinates with Executive Assistant to the President for all food-related requests
  - Ensures that Director of Development and Communications Manager obtain any necessary access or information in support of donor or communications requests
- Ordering
  - Manages all food ordering for Bosco Nutrition Center and associated feeding programs
  - Meets delivery trucks and ensures accurate deliveries as per manifest
  - Oversees product storage and labeling
  - Maintains all product ordering records
- Inventory
  - Creates and manages inventories for food and other supplies related to
    - Bosco Nutrition Center
    - Edmundite Missions Enterprises, Kitchens in Selma
    - Rural food programs for which the Bosco Nutrition Center is the ordering entity
  - Produces monthly inventory reports for Chef
  - Oversees Apprentices who may be assigned to inventory control for purposes of training



- Human Resources
  - Acts as primary point of contact for Director of Catholic Social Ministries for purposes of Bridges at the Missions apprenticeship program
  - Acts as primary point of contact for Chief Program Officer for purposes of volunteer assignment and management
- Performance
  - Maintains all relevant input to the Apricot performance system
  - Produces performance reports on request
  - Manages the semiannual Bosco client census and the annual Bosco client survey
  - Works with Director of Catholic Social Ministries to ensure regular census of Meals of Hope recipients

#### **KEY CANDIDATE CHARACTERISTICS**

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings •
- Understanding of the concepts of “ministry”

Email resume to [missionsdirector@edmunditemissions.org](mailto:missionsdirector@edmunditemissions.org) or apply in person at 1002 Minter Ave.