

<b>Job Title:</b>	<b>Administrative Assistant, Food &amp; Nutrition Programs</b>	<b>Job Category:</b>	<b>Non-Exempt</b>
<b>Location:</b>	<b>Selma, AL</b>	<b>Travel Required:</b>	<b>No</b>
<b>Compensation:</b>	<b>\$13.00 - \$14.00/hr.</b>	<b>Position Type:</b>	<b>Full-time</b>
<p><b>POSITION SUMMARY:</b> The Administrative Assistant, Food and Nutrition Programs, reports to the Director of the Bosco Nutrition Center and the Chief Operating Officer of Edmundite Missions Enterprises (EME).</p> <p>The Assistant is responsible for support to all program activities, taking responsibility for incoming and outgoing communications at the Bosco Nutrition Center and Edmundite Missions Enterprises, as well as administrative support to all aspects of the Bosco Nutrition Center and outreach and marketing at EME.</p>			

### **Roles and Responsibilities**

- **Communications**
  - Fields all incoming calls and inquiry emails to the Bosco Nutrition Center and EME. Handles inquiries where possible and ensures correct routing if inquiry requires additional decision-making.
  - Takes all incoming requests for catering and product orders, obtains all necessary information and prepares and sends invoices
  - Manages all requests from internal Missions programs for food or nutrition inputs
  - Coordinates with Executive Assistant to the President and CEO for all food-related requests from the Executive Office
  - Ensures that Chief Development Officer obtains any necessary access or information in support of donor or communications requests
- **Ordering**
  - Maintains all vendor ordering records and ensures accurate reporting of vendor records to the Office of Finance
  - Maintains all records for EME transactions for catering, pop-up cafes and product orders
- **Service Provision**
  - Assists as needed with Bosco client services
  - Assists as needed with EME catering and pop-up café events
- **Performance**
  - Produces performance reports on request
  - Manages the semiannual Bosco client census and the annual Bosco client survey



### **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
- Strong verbal communications skills
- Commitment to building teams and developing and maintaining a team spirit in all food production and provision activities
- High energy and creativity
- An entrepreneurial spirit who thrives on challenge and organizational growth

### **Skills and Experience**

- Proficient in all aspects of Microsoft Office including Excel
- At least 5 years' experience in an administrative role in fast-paced setting
- Client-facing experience
- Some experience in marketing and vendor relations preferred
- At least an Associate Degree; BA preferred