



POSITION OPENING: ADMINISTRATIVE COORDINATOR

DATE: OCTOBER 22, 2014

Hot Bread Kitchen is a not-for-profit social enterprise based in New York City that promotes economic independence for foreign-born and low-income women through professional bakery training programs and start-up business incubation programs.

The successful candidate for this position will be a well-organized quick thinker who is an expert at multitasking and has superb written communication skills. This position requires someone who is comfortable working both independently and collaboratively, managing tight deadlines, and following through until the task is professionally completed.

RESPONSIBILITIES:

- Support the Hot Bread Kitchen leadership team with key administrative functions including scheduling meetings and appointments for CEO and Executive team
- Manage activities surrounding Hot Bread Kitchen's board of directors including organizing and managing invitations for board meetings, taking minutes at committee meetings and managing and filing board materials
- Assist the development team with grant proposal and reporting schedules and deadlines
- Office and Executive expense management and filing
- Manage administrative office relations, organization and supplies
- Organize and supervise internal staff events
- Facilitate eFiling project; organizing and creating systems to move toward a paperless office environment

REQUIRED SKILLS:

- Passionate about Hot Bread Kitchen's mission
- High attention to detail
- Ability to multi-task with strong planning and organizational skills
- Ability to handle sensitive information with high degree of confidentiality
- A minimum of two (2) years of experience working in an office environment
- Intermediate knowledge of all Microsoft Office and Google products
- Degree in related field - business or political science
- Flexible attitude and sense of humor

Compensation

This is a full time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. This position is also eligible for an annual performance based bonus. Salary is commensurate with experience.

TO APPLY: Applications must include a cover letter, resume, and salary requirements and should be sent to: HR@HotBreadKitchen.org. Please include "Admin Coordinator_Your Name" in the subject line.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.