



Open Positions as of May 31, 2022

Office Manager: This role is responsible for coordinating and overseeing administrative duties, and ensuring that the office operates efficiently and smoothly. Responsibilities include greeting visitors, managing office supplies, overseeing other administrative staff, owning budgets, and supporting staff with administrative tasks such as scheduling meetings, maintaining calendars and creating reports.

Health and Wellness Coordinator: Reporting to the Senior Manager of Health and Wellness, this role is responsible for assisting with the coordination and quality assurance of all health and wellness programs affiliated with Little Bit.

Secondary Program Coordinator: This role is responsible for the recruitment, training, placement and support of students in work-based experiences and programs. This person works closely with our High School Program Manager, Director of Programs, and staff at the middle and high schools we serve to ensure strong program implementation, refinement and growth.

Program Coordinator: This role is responsible for the on-site management of days of service for Little Bit programs for his/her assigned schools. These days of service include boutique days, literacy programs, and health and wellness programs.

Warehouse Associate: This role assists with intake, organization and distribution of materials in the warehouse.