

The Little Bit Foundation

Open Positions Summaries 1/17/23

Director of Programs	Responsible for the supervision of Program Coordinators as well as the planning and implementation of programs. This role will lead department staff in the development of program implementation plans as well as systems to track, monitor and report program efficacy.
Director of Wellness and Clinical Services	Primarily responsible for managing the delivery of behavioral health services, providing guidance and supervision to Family Support staff as well as ensuring the consistency of standards/service delivery within the agency's service model.
Manager Health & Wellness	Responsible for the direct supervision of the Health and Nutrition programs team as well as the coordination and implementation of all Little Bit health and nutrition programs.
Health, Wellness and Outreach Coordinator	Responsible for assisting with the coordination of all health and wellness programs affiliated with Little Bit. The Health and Wellness Coordinator will ensure coverage and support for any duties overseen by the H&W MGR. Coordination will be inclusive of implementation, monitoring, surveillance, and compliance to policies, procedures, and services being provided.
Development & Account Receivable Associate	Primarily responsible for processing all gifts from multiple sources, recording donor gifts, acknowledgment of gifts and creating reports utilizing the donor database. This position is part of development and administration departments.
Education Coordinator	Responsible for working in partnership with school Education Manager and school personnel to ensure that student needs are properly assessed and met. The Education Coordinator will staff school boutiques and coordinate volunteer training as well as volunteer service delivery.
Program Coordinator (2)	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. The Program Coordinator is responsible for supporting the Program Manager and Program Director with day-to-day program needs. (2 open positions)
Warehouse Associate (PT)	Responsible for on-site assistance with intake, organization and distribution of materials in the warehouse. (2 open positions)* <i>Part Time Available</i>
Special Events Assistant/Intern (Part Time)	Assistant will work directly with the Special Events and Communications Manager to plan and execute four annual fundraising events, as well as donor events and school events. This position will also assist and support the development department in the achievement of its overall goals and objectives.