

# The Little Bit Foundation

## Open Positions Summaries 2/20/23

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 implantation plans as well as systems to track, monitor and report program efficacy.
Director of Wellness and Clinical Services	Primary 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 (HWC) will ensure coverage and support for any duties overseen by the HW MGR. Coordination will be inclusive of implementation, monitoring, surveillance, and compliance to policies, procedures, and services being provided.
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)
Fulfillment and Shipping Coordinator	Responsible for the fulfillment of sales orders in the warehouse and for scheduling and facilitating outbound shipments. As a member of the safety committee, this role ensures the safety and training of volunteers in the warehouse. This role will report to the Director of Distribution and will support other day-to-day needs.
Warehouse Associate (PT)	Responsible for the 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.