

IMMEDIATE OPENING
Operations Manager and Executive Assistant
for dynamic not-for-profit social enterprise organization

About The Bread Project

The staff, board of directors and volunteers of Bread Project (TBP), a **California not-for-profit organization**, believe that every person deserves meaningful, productive, self-sufficient work. Our mission is to alleviate poverty by assisting individuals to gain and master skills necessary for successful employment in the baking and food services industries. Our participants experience multiple barriers to employment.

Our **Bakery Bootcamp** provides 130+ hours of skills training in the fundamentals of commercial baking and job readiness preparation during a four-week course at TBP facilities in Berkeley, CA. During Bootcamp, participants earn their CA Food Handlers Card, the entry-level credential necessary to work in commercial kitchens and bakeries. Participants also earn 12 months of job placement support following graduation. In addition, TBP operates social enterprises through a Business Incubator and business-to-business sales. The **Business Incubator** supports small, local bakery businesses -- typically owned by women and people of color, by making our commercial kitchen available to them when it is not in use for TBP instruction or production. In addition, TBP employs its graduates to assist in meeting production requirements for baked goods sold to commercial businesses including: Ladle and Leaf; DOUGH (edible cookie dough) and MeloMelo Kava Bar.

TBP's current staff is small (6 full-time employees; 1 part-time) and mighty! This highly skilled-team currently seeks to add a dynamic, skilled, mission-driven professional as **Operations Manager/Executive Assistant with bookkeeping experience**.

About the Operations Manager and Executive Assistant

The ideal candidate is a "whip smart" efficient, effective problem-solver who can complete daily bookkeeping tasks for a \$1 million organization, anticipate the needs of our Executive Director (ED), manage both short and long-term projects and the TBP facility while maintaining equanimity under stress. Good judgement is essential. This is an exciting employment opportunity guaranteed to sharpen your professional skills while satisfying your desire for meaningful, impactful work.

In this highly visible role as the eyes and ears of a dynamic Executive Director, you will utilize your helpful, friendly demeanor and top-notch organizational skills to maintain a smooth-running office. You will have primary responsibility for daily functions related to the financial administration of the agency.

Your Responsibilities

- Direct report and support to Executive Director: manage business calendar; manage and execute Board and committee meetings—and other meeting arrangements, including preparation and follow-up; answer and screen calls; and manage flow of visitors, while maintaining a professional customer-centric focus
- Effectively balance competing priorities in a fast-paced, deadline driven environment
- Maintain an organized and streamlined accounting system as directed by outside accounting firm
- Work with external Certified Public Accountant on monthly grant and revenue allocations, financial statements/reports, budget planning and reconciliation
- Collaborate and communicate with employees, vendors and customers to ensure accuracy of financial transactions
- Perform all general bookkeeping duties, including posting information to accounting software
- Pay debts as they come due for payment including necessary bills, supplier and vendor invoices
- Obtain and file necessary tax forms from new vendors
- Make deposits and record all cash receipts
- Distribute customer invoices and ensure that receivables are collected in timely manner
- Manage the office petty cash fund
- Obtain and file necessary hiring documentation from new employees
- Maintain employee timesheets
- Provide administrative support
- Organize facility maintenance through obtaining estimates from contractors and overseeing repairs and maintenance
- Maintain tidiness of work area, including establishing and maintaining hard-copy and electronic filing systems
- Negotiate pricing with vendors; order appropriate supplies and maintain inventory
- Represent ED as the point of contact between executives and employees/clients
- Manage donation recognition and Constant Contact outreach list
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Review and recommend changes to TBP company policies
- Create regular reports and update internal databases
- Work 40 hours per week in the office

TBP Requirements

- Proven work experience as an Operations Manager, Executive Assistant, Executive Administrative Assistant or similar role
- Associates Degree, Bachelor's Degree or 3 years college, plus 3+ years in a previous professional position within a small business, preferably in the not-for-profit sector; Office Management and Bookkeeping a plus
- Knowledge of accounting and bookkeeping principles
- Keen attention to detail and ability to work independently and with a team
- Reliable, punctual, ethical, and responsible work habits

- Exceptional verbal (oral and written) communication, research, and analytical skills
- Competent collaborator and skilled cross-functional communicator
- Effective time manager with respect for deadlines
- Ability to identify errors and solve problems
- Tech savvy; including proficiency in Excel, Word and Outlook; Internet navigation skills are essential
- Intermediate knowledge of QuickBooks
- Critical thinker

Starting Salary

Commensurate with position requirements for not-for-profit organization

If interested, **attach cover letter and resume** using MS Word and send via email to **pamela@breadproject.org**.

The Bread Project is committed to providing equal employment opportunity to all employees and applicants for employment without regard to their race, color, religious creed, sex, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height and weight