



WITS Program Operations Assistant Job Description

Wellness in the Schools (WITS) is a national nonprofit that teaches public school students healthy habits to learn, live, and thrive. We partner with public schools, chefs, and coaches to ensure access to nourishing food and active play. Our collaborative approach and programming aim to shift the culture of the school to prioritize well-being.

Qualifications:

- 1+ years experience in an office administration role
- Proficiency in Microsoft Office and other administrative software tools (ex: Salesforce, Google Drive)
- Excellent organizational skills
- Extraordinary communication skills (both written and verbal)
- Ability to thrive in a fast-paced, collaborative, ever-changing environment
- Ability to multi-task and to exercise good judgment
- Detail-oriented and deadline-focused
- Passion for WITS' mission

National Program Support Responsibilities (including, but not limited to):

- Maintain the calendar of WITS Programs.
- Maintain and update various training modules and resources. Support staff in their use as needed.
- Coordinate program logistics including ordering of supplies, uniforms, and ingredients.
- Coordinate scheduling, delivery, and communication with WITS Staff and Vendors.
- Assist with data collection of program goals.
- Inventory management, including lifting up to 50 lbs.

Details:

- Compensation is based on experience, range of \$40,000 - \$42,000 per year.
- This position is hybrid, requiring a minimum of 2 days a week in the NYC office.
- This position reports to the Director of Operations and Communications

All interested candidates please send resume and cover letter to:
Marjorie@wellnessintheschools.org

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