



Baylor University

DIANA R. GARLAND SCHOOL OF SOCIAL WORK

Post Date: March 7, 2022

Agency Name	The Vitamin Bridge
Job Title	Program Assistant
Job Description	Start Date April 18, 2022 Work hours 20 HOURS PER WEEK (flexible schedule with hours to be mutually agreed upon). Compensation Rate Commensurate with experience. Benefits None (part-time position). Performance Review Six-month and twelve-month reviews to assess the team member's progress. Equipment Needed The team member will be required to provide a cell phone and laptop computer. Physical Requirements Sitting, standing, moving and the ability to lift up to 25 pounds. PRIMARY RESPONSIBILITIES Program management assistance including but not limited to first-touch provider partner identification and PRENATAL VITAMIN DONATION program implementation. Data management assistance. Special events coordination assistance. Project/research participant and leader when applicable. Other activities as directed. <a href="https://www.vitaminbridge.com">https://www.vitaminbridge.com</a> for information about The Vitamin Bridge.
Job Location	Coppell, TX with potential for remote work
Salary Range	Commensurate with Experience
Qualifications	Bachelor's Degree in related field. Experience in a nonprofit or for-profit business with experience and skills that can be readily applied to this position a plus. Microsoft Office Suite skills including Word, Excel, Outlook, Office 365, and PowerPoint. Excellent written, interpersonal, and verbal communication skills. Organized, efficient, results oriented and manages time well. Can adapt and change direction as required by the operational needs of the organization. Can lead, follow, innovate, collaborate, and work independently. Personally aligned with The Vitamin Bridge mission.
Application Contact	Tom Day
Phone	214-914-3914
Email	<a href="mailto:tom@vitaminbridge.com">tom@vitaminbridge.com</a>
Application will be accepted until	Open Until Filled

If your response to this job posting results in successful employment or if the position has been filled, please email the Office of Enrollment, Career and Alumni Services at [SWO@baylor.edu](mailto:SWO@baylor.edu).