



BREADA Executive Assistant Job Description

About the Big River Economic and Agricultural Development Alliance :: BREADA

BREADA was founded in 1996 through an examination of the relationship of neighborhoods and people to food producers in the Baton Rouge area. BREADA works toward its mission through a network of farmers markets and programs that connect individuals to local producers. In addition to operating four locations of the Red Stick Farmers Market, BREADA also:

- Advocates for food policy changes at the state and national levels
- Hosts farm-to-school activities in schools
- Operates Main Street Market six days a week to incubate small businesses
- Offers nutrition incentives to encourage healthy eating
- Provides financial assistance to farmers during natural disasters or crises

Position Summary

The Executive Assistant provides critical executive administrative support and reports directly to the Executive Director. The position requires working with a visionary leader who focuses on the overall direction of BREADA's mission but understands the need for structure and attention to detail. The position is a key link in supporting the efficiency and smooth day-to-day operations of a growing organization. The Executive Assistant also works collaboratively with Director level staff and represents BREADA when interacting with a variety of stakeholders.

Key Responsibilities

- Manage the Executive Director's schedule to ensure tasks are completed in a timely manner and deadlines are met (i.e. meeting scheduling, reminders, lunch arrangements, post meeting tasks, and other logistical needs of the organization as assigned by Director level staff).
- Support the Executive Director with tasks related to board management (i.e. document management, meetings logistics, minutes, attendance tracking, drafting key documents)
- Draft, review and send communications on behalf of the Executive Director
- Manage a functional office to ensure the office is organized and runs smoothly (i.e. managing office supply inventory, organization, vendors, and service providers)
- Serve as office first point of contact in office and via telephone
- Create a filing system (physical and electronic) and manage document creation, storage and retention
- Assist with financial management responsibilities related to billing, invoicing and payments
- Assist with preparing for events, including BREADA's annual fundraiser Farm Fête and other community functions where applicable
- Provide a variety of administrative and other tasks where needed



**RED STICK
FARMERS
MARKET**

Desired Skills and Qualifications

- Self-motivated, organized, honest, punctual, dependable, friendly and able to work unsupervised
- Anticipate needs and proactively address potential issues, exhibiting resourcefulness, flexibility and problem-solving skills
- Exhibit professionalism and discretion when interacting with a variety of stakeholders
- Experience in non-profit administrative responsibilities
- Excellent at multitasking with an attention to detail and sound judgment
- Proficiency with spreadsheets, databases, and word processing especially Google Workspace and Basecamp
- Strong sense of community and interest in working with diverse populations, demonstrating both enthusiasm and respect
- Ability to contribute positively as part of a team, helping with various tasks as required

Compensation and Benefits

- BREDA is flexible and will consider candidates interested in either a part-time or full-time position:
 - Full-time position, salary is \$40,000
 - Part-time position, 25-30 hours a week at \$20 an hour
- Work schedule is typically Monday through Friday at BREDA's main office
- Some evening or weekend work may be required occasionally
- Full-time Benefits:
 - Health Insurance
 - Retirement Plan
 - Technology Allowance
 - Annual holidays, sick leave, and vacation days

Apply

Interested? Send your resume and a cover letter to careers@breada.org with the subject line "Executive Assistant."

BREDA's Mission

BREDA's mission is to build a healthy and strong local food system; to increase the sustainability of independent local farms, fishers, and food producers; and to foster stewardship of land and community through public markets.