

Start Date: March 1, 2010

Organization Overview: Fitness Forward is a 501(c)(3) non-profit organization whose mission is to Lead Youth to Live Well. Integrating scientifically grounded evidence, web-based technologies, and targeted social marketing, we aim to reverse the dangerous rise in childhood obesity, diabetes, and mental illness. We envision a day when all children, regardless of background or circumstance, will grow up with the knowledge, motivation, and tools to live healthier, happier lives. Currently, D2F reaches thousands of children in MA, NC, ND, PA, OH and AL public schools. Evaluations in NC and MA demonstrated that children who participated in D2F (1) became more physically active, (2) ate more fruits and vegetable, (3) had less overall screen-time, (4) drank less sugary beverages, (5) were less likely to get too little sleep, (6) and were more confident in knowing how to live a healthy lifestyle. Notably, most kids report Mom or Dad is their hero, and, when parents and other role models track their own point, and verify their kids, everyone lives healthier. Now, FF is partnering with other orgs to create comprehensive 'School Playbook' programming to foster major impact in the well-being of children.

Position Overview:

The primary responsibilities of the FF Operations and Finance Associate are to assist FF operations by building and managing FF office systems, oversee FF finance, and provide general administrative support for the organization and the senior team. The FF Operations and Finance Associate primarily reports to the FF Executive Director.

This is a part-time, paid position for approximately 20 hours per week.

Responsibilities

The FF Operations and Finance Associate will:

- Build and manage FF office systems by:
 - Building and managing IT systems
 - Managing communications between the FF team
 - Maintaining a central FF calendar
- Oversee FF finance by:
 - Assisting in the design and tracking of the FF budget
 - Overseeing FF bookkeepers
- Provide general administrative support for the organization and the senior team by:
 - Ordering and maintaining office supplies
 - Sorting mail
 - Responding to general inquiries
- Assist the Executive Director by:
 - Working on special projects as needed

Qualifications

Fitness Forward is looking for someone who:

- Is committed to the FF mission
- Has a Bachelors degree or further degree
- Has strong writing and editing skills
- Has excellent organizational skills and is extremely detail-oriented