

**Job Title:** Administrative and Program Director

**Organization:** Breaking Bread Kitchen

**Location:** Midland, TX

**Closing Date:** 01/31/2026

**Reports To:** Executive Director

**Organization Overview:** Breaking Bread Kitchen (BBK) is a nonprofit organization dedicated to providing meals to those experiencing food insecurity, promoting volunteerism, and offering compassion to those facing financial struggles. We strive to create a welcoming environment where volunteers, partners, and program participants can engage, learn, and contribute to the community.

**Job Description:**

The Administrative and Program Director supports the Executive Director by managing administrative duties across BBK programs and assisting with program planning and execution. This role involves coordinating volunteers, assisting with grant-related activities, supporting program operations, and maintaining BBK's public communications.

**Major Responsibilities:**

*Program Planning & Execution*- Assist with planning, coordination, and execution of BBK programs. Collaborate with program leaders to develop logistics, timelines, and materials for events and services. Help monitor program progress and report updates to the Executive Director.

*Volunteer Management*- Oversee BBK's volunteer management program, including recruitment, scheduling, onboarding, and recognition. Maintain accurate volunteer records and ensure compliance with organizational policies. Communicate with volunteers to ensure clear expectations and positive participation experiences. *Administrative Duties*- Perform general BBK administrative tasks (data entry, file management, correspondence, calendar management, meeting coordination). Manage office equipment and supplies, including administrative duties. Provide excellent telephone etiquette and customer service when interacting with guests, volunteers, and stakeholders.

*Communications & Outreach*- Maintain and update BBK's social media channels and online presence. Prepare materials for meetings, presentations, and events; assist with public speaking and guest interactions as needed.

*Grants & Funding*- Support Assist with grant writing and grant management tasks as needed. Support documentation, formatting, and submission of grant proposals and reports. The Executive Director assigns Various Duties according to immediate needs.

**Skills and Qualifications:**

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and general computer literacy. Experience with grant writing or grant management is highly desirable. Strong written and verbal communication skills; comfortable with public speaking and interacting with stakeholders. Experience with social media management and content updates. Excellent organizational skills with attention to detail; ability to manage multiple tasks and deadlines. Positive, professional demeanor and ability to work effectively with volunteers, staff, and community partners. Customer-service orientation and ability to interact with guests in a friendly and knowledgeable manner. Ability to teach or present information clearly to groups or individuals as needed.

**Working Conditions:**

Work Hours & Schedule Hours: 40 hours per week. Occasional weekend and/or evening hours may be required to support events.

**Compensation & Benefits:**

Competitive nonprofit salary commensurate with experience. Positive work environment. Health benefits (as applicable). Additional member benefits and perks as available.

**How To Apply:**

Please submit a cover letter and resume to: Email: [shirley@breakingbreadkitchen.org](mailto:shirley@breakingbreadkitchen.org)