



School Meals Change Lives

OPERATIONS ASSISTANT | Position Summary

Thrive provides daily school meals to children across Bangladesh and the Philippines to improve health, boost attendance, and build brighter futures. We are seeking a passion-driven, self-motivated **Operations Assistant** to join our international team. This unique hybrid role splits time between remote program tracking for both country programs and active field work across the Philippines.

The Role

- **Commitment:** Full-time
- **Program Scope:** Supports both Philippines and Bangladesh programs
- **Status:** Full-Time (60% Remote Office / 40% Field Work)

Key Responsibilities

Field Operations & Content Capture (40% - Across the Philippines)

- **School & Donor Visits:** Travel to partner schools across the country to monitor meal programs and facilitate donor visits.
- **Menu Audits:** Verify and track school menus to meet quality and nutrition guidelines.
- **Community Storytelling:** Interview students, parents, and teachers. Capture videos and photos to showcase our impact with heart.
- **In-Kind Support:** Proactively seek, pitch, and secure local corporate or community in-kind donations (materials, food items, or logistics support).

Virtual Program Administration (60% - Remote)

- **Cross-Border Support:** Manage, update, and audit operational data for both the Philippines and Bangladesh meal programs.
- **Data Management:** Utilize the Zoho tracker platform to log field metrics, attendance numbers, and inventory data with high precision.
- **Branding Compliance:** Review and organize collected field media, ensuring all content strictly aligns with the Thrive branding guide.

Success Metrics

- **Data Accuracy:** 100% precision in weekly Zoho platform log updates.
- **Storytelling Turnaround:** Media delivery to marketing within 48 hours of capture.

- **Resource Mobilization:** Meeting quarterly goals for secured local in-kind partnerships.

Who You Are

- **Mission-driven:** Deeply drawn to helping feed hungry children.
- **Self-motivated:** Thrive is an independent, roll-up-your-sleeves on-time deliverables culture.
- **People first:** Active listener who makes others feel valued.
- **Data-aware:** Detail-oriented regarding the integrity of metrics.
- **Collaborative communicator:** Strong team player keeping everyone in the loop.

How to Apply

Email your CV, a cover letter, to eli@thrive-global.org. Deadline August 7, 2026.

www.thriveschoolmeals.org

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