



POSITION: Food Drive and Administrative Assistant

Job Status: Temporary, Part-time

Hours: M-F 12:00PM – 4:00PM (20 hours/week)

Report to: Community and Events Coordinator and Administrative Coordinator

The mission of the Redwood Empire Food Bank (REFB) is to end hunger in our community.

Position Description:

This seasonal position supports our robust food drive efforts and donor activities during the busy holiday period by working with the Community & Events Coordinator **and independently to increase community participation during the Winter Food & Funds Drives (WFFD)**, and with the Administrative Coordinator to support administrative duties including, but not limited to, incoming mail organization, maintenance of donor database, and acknowledgement actions.

In support of WFFD, duties include:

- Generate work orders for barrel deliveries and pick-ups using our inventory system, Primarius.
- Help monitor peer-to-peer donation pages.
- Assist in updating barrel locations using Google features.
- Assist with data entry for Community Food Share.
- Generate acknowledgement letters and other correspondence using Primarius, Word & Excel.
- Assist with the REFB staff Food & Funds Drive.
- Answer incoming inquiries about Food and Fund Drives.
- Provide excellent customer service to all members of our community wishing to engage in our mission and survey Food and Funds Drive hosts to ensure the REFB provides a positive experience for donors.

Administrative support duties include

- Open, sort, organize, and receipt, incoming mail daily.
- Maintain donor database, enter donations and update changes in donor information.
- Maintain receipting files.
- Work with Finance Manager to ensure proper accounting of donor income
- Assist management team, as needed.
- Other duties as assigned.

Qualifications:

- Effective communicator, including exceptional writing skills.
- Ability to interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Ability to work independently in a fast-paced and demanding environment using good judgment skills, while providing excellent customer service.
- Ability to multi-task and prioritize projects.
- Strong PC skills, with a high degree of accuracy; knowledge of **MS Windows**, Word and Excel. (Google?)
- Valid California driver's license and access to vehicle.
- The ideal candidate will be: a strong communicator, creative, energetic, independent, a team player, a self-starter, and strive to achieve accuracy and excellence.

SALARY RANGE: \$14 -\$16, based on qualifications and experience.

BENEFITS: Sick Leave Benefits

TERM OF EMPLOYMENT:

Through January 20th 2018

TO APPLY:

Please submit a current resume and cover letter explaining why you are the ideal candidate for the position to refb.jobs@gmail.com.

Please use the following format when emailing your documents:

Subject Line: Food Drive and Administrative Assistant

Attachments: lastname.coverletter.fooddrive and lastname.resume.fooddrive

Incomplete applications will not be considered. Thank you for your interest in the Redwood Empire Food Bank. The Redwood Empire Food Bank is an equal opportunity employer