

Center for Food Action (CFA) Job Description

Title: Administrative Assistant **FLSA:** Non-Exempt
Reports to: TBD **Dept.:** Administration
Prepared by: MGMT **Date:** 2 / 2022

Summary: Assist in a variety of administrative tasks to provide support to executive staff members.

Essential Duties and Responsibilities *include the following:* other duties may be assigned:

- Daily 1) check inquiry mailbox and route emails to the correct person, 2) run reports from online appointment requests and refer to designated appointment scheduler, 3) run daily food pick up report and refer to Director of Operations.
- Create and report on custom donation links for various fundraising activities including individuals, houses of worship, businesses, civic organizations.
- Run acknowledgment letters in Word, print and mail. Make changes to lists, as needed.
- Assist with clerical duties, as assigned, including opening mail, making copies, answering calls, and preparing mailings.
- Enter data for homelessness prevention/utility assistance program and file approved applications. Assist with mailing prevention checks.
- Update most-needed food lists from information provided.
- Take minutes at weekly staff meeting and other meetings as assigned.
- Assist with special events by preparing mailings, processing responses, following up with phone calls to potential participants, tracking non-monetary donations.
- Work collaboratively with other staff members on special assignments.

Other Duties: As assigned

Supervisory Responsibilities:

This position has no direct supervisory responsibility.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Good organizational and time management skills required.
- Basic computer and math skills are required for accurate record keeping and reporting.
- Good communication and interpersonal skills are necessary.
- Proficient in Word, Excel, Power Point, familiarity with Salsa and Salesforce a plus.
- Must be passionate about the organization's mission and its impact on the community.

Physical Demands/Work Environment *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This job is performed at one location and may occasionally involve external meetings and events.