



Executive Assistant

Location: Downtown Oakland
Reports to: Executive Director

The California Association of Food Banks is looking for an administrative rock star to support the Executive Director and help us push forward our mission of ending hunger in California. This person will take initiative and be organized, discreet, and passionate about making sure every member of our community has the food they need to thrive.

Responsibilities

- Assist the Executive Director with administrative tasks, including but not limited to maintaining calendar and contact lists, meeting scheduling and preparation, travel and expense reports, time records, presentation materials, corporate records, and general clerical needs.
- Support the work of the Board of Directors and board committees, including taking and producing meeting minutes.
- Support other management team members as directed.
- Assist with coordination of annual member meeting, conferences, and other meetings, including taking a leadership role in coordinating our biennial conference.
- Assist with maintaining and updating the organization's websites and lists.
- Support the Communications Department with creating and printing materials, outreach, copyediting, media coordination, brand adherence, etc.
- Take primary responsibility for special projects as assigned.
- Available to work occasionally at night and on weekends, and to travel to meetings
- Responsible for office supply inventory, maintaining office subscriptions and accounts, providing general office management support.
- Provide in-office support and maintenance for CAFB's emergency procedures, documents, and supplies
- Serve as CAFB's primary point of contact with building management
- Other duties as necessary or assigned.

Qualifications

- Minimum AA degree, BA preferred, may substitute for two years of relevant work experience.
- Outstanding written and verbal communications skills, with an ability to develop effective working relationships
- Excellent organizational skills with ability to meet deadlines and independently manage multiple tasks and timely follow-through, with flexibility to adapt quickly to changing priorities and needs.

- Self-motivated, takes initiative, able to perform work accurately and thoroughly and to work effectively with minimal supervision.
- Ability to maintain confidentiality and exercise judgment.
- Outstanding computer skills including advanced competency with Word, Excel, Outlook, PowerPoint required; knowledge of Adobe Creative Suite, HTML, and WordPress.
- Committed to ending hunger in California.
- Must be able to occasionally lift up to 20 pounds unassisted.

Compensation: Competitive salary, DOE. Benefits include employer-paid health, dental and vision, retirement program, life insurance, and PTO.

To apply: Please visit the link below to fill out the web form, and attach your cover letter and resume where indicated. ****Please note**** Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.

Application link: <https://fs7.formsite.com/wwwcafoodbanksorg/form21/index.html>