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www.cafoodbanks.org

Position Title: Administrative Assistant
Location: Downtown Oakland
Reports to: Director of Programs and Director of Farm to Family
Status: Non-exempt

Organization Overview

The California Association of Food Banks (CAFB) is a membership organization of 41 member food banks from every part of the state with a mission to end hunger in California and a commitment to providing cutting-edge leadership in the anti-hunger community. To accomplish this mission, CAFB focuses on increasing the visibility of hunger and its solutions, assisting Californians in accessing food assistance programs, distributing 150+ million pounds of fresh produce through our Farm to Family program, and influencing public policy at the state and federal levels.

We are looking for an **Administrative Assistant** to join our team of dedicated nonprofit professionals who work to provide anti-hunger initiatives that impact more than 2 million people each year. This is a full-time position based in Downtown Oakland. Our office is in a vibrant location near many great eateries and shops, and is easily accessible by BART and AC Transit.

About the Opportunity

The Administrative Assistant will be responsible for providing administrative support to CAFB's Director of Programs (50%) and Director of Farm to Family (50%).

Responsibilities include:

- Support Director of Programs and Director of Farm to Family with administrative tasks including but not limited to maintaining contact lists and calendars, meeting scheduling and preparation, travel and expense reports, time records, note taking, travel arrangements, ordering materials for special projects, and general clerical needs;
- Solicit, track, file, and manage contract documents, invoices, and program reports;
- Data entry and basic analysis;
- Assist with external communications, including but not limited to Farm to Family (F2F) offerings, editing reports, surveys, website updates, weekly update call notes, committee call notes, and quarterly email newsletter;
- Assist with planning and implementing multi-day meetings, including taking the lead on logistics;
- Process and track invoices for pass-through state contracts including sending state invoice and tracking budget;
- 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;
- Take primary responsibility for special projects, as assigned; and
- Other duties, as assigned.

A successful candidate will possess the following qualifications:

- At least three years' experience in an office environment;
- Excellent written and verbal communication skills;
- Ability to develop effective working relationships;
- Outstanding organizational skills and attention to detail;
- Ability to perform work accurately, thoroughly, and effectively with minimal supervision;
- Ability to meet deadlines and independently manage multiple tasks;
- Timely follow-through and flexibility to adapt to changing needs and priorities;
- Demonstrated proficiency with Microsoft Word, Excel, Outlook, and PowerPoint; experience with WordPress a plus;
- Ability to maintain confidentiality and exercise good judgement;
- Fluency in Spanish, desired but not required; and
- Commitment to CAFB's mission.

Compensation: \$42,000/year + excellent benefits

Ready to Apply?

Resumes and cover letters can be submitted online at

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