



## Programs & Operations Administrative Assistant

**Are you an experienced administrative professional or executive assistant who wants to improve the lives of more than 300,000 Alameda County residents?** Are you proactive, self-motivated, and someone who thrives in a fast-paced environment? Do you want to apply your superb organizational skills and impeccable attention to detail to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission? If so, Alameda County Community Food Bank could be looking for *you* as our next Programs & Operations (PROPS) Administrative Assistant.

The Programs & Operations Administrative Assistant provides supports to the PROPS division in the advancement of organizational goals. Responsibilities include a variety of administrative duties including direct support of PROPS leadership team members as well as customer service, events management, scheduling, correspondence, preparation of reports and presentations and other projects as needed.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of two years administrative experience in a nonprofit or professional services organization.
- Excellent customer service skills including but not limited to active listening, empathy, tact, patience, negotiation, and assessment with internal and external customers.
- Experience working in a team setting with people of diverse backgrounds and circumstances.
- Excellent verbal and written communication skills.
- Strong computer skills including MS Word, Excel, and Outlook. Able to navigate SharePoint and keep assigned databases current. Experience with inventory databases and CRM software a plus.
- Demonstrated ability to interpret data and build actionable reports that support decision making across the organization.
- Ability to think and problem-solve on the spot and anticipate needs.
- Ability to prioritize and handle multiple assignments in a fast-paced environment.
- Ability to develop and maintain collaborative and professional relationships.
- High degree of accuracy and dependability in written work.
- Highly organized with exceptional attention to detail.

### PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Impeccable integrity and honesty; able to handle confidential information with discretion.
- Strong work ethic with an orientation toward innovation and process improvement.
- A sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude.

### **PHYSICAL REQUIREMENTS**

This role is able to work a partial-remote schedule, but requires a minimum of 3 days per week on-site at our 7900 Edgewater Drive facility in Oakland. This work is located in an office environment with a warehouse. Some local travel may be involved to assist with events. The following physical abilities are necessary and essential functions of this position:

- Ability to lift up to 25 lbs.
- Ability to speak, hear, read, and write clearly.
- Ability to quickly use deductive reasoning and communicate solutions.
- Ability to withstand changes in climate and weather.
- Ability to use a computer terminal for a minimum of seven hours per day.
- Ability to walk through a warehouse building several times per day.

### **COMPENSATION AND BENEFITS**

This is a full-time, non-exempt position working Monday through Friday, 7:30 a.m. to 4:00 p.m. (7.5 hour workday, 30 minute unpaid lunch). The non-negotiable starting salary is \$24.33 per hour (approx. \$47,400 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

**If you meet these qualifications and want to join our mission, please send your *resume* and answer the application questions on our careers page located at [accfb.org/careers/](https://accfb.org/careers/)**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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