



## CAFB Job Posting: Executive Assistant & Office Coordinator

Join us in creating a California where every person has the nourishment they need to thrive. We are proud to amplify the voice of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to feed our communities.

### Our Values

- Dedication—We are committed to ending Hunger in CA while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- Inclusion—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- Collaboration—We work with and support each other, our member food banks, partners, and the CA community.
- Transparency—We cultivate trust between each other and among our stakeholders through transparency.
- Accountability—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

### What You'll Do

The California Association of Food Banks is seeking a highly organized and detail-oriented individual to join our team as an Executive Assistant & Office Coordinator. In this role, you will support our executive officers and ensure the smooth functioning of our downtown Oakland headquarters.

- Work with the Executive Leadership on administrative tasks, including but not limited to maintaining calendar and contact lists, meeting scheduling and preparation, travel and expense reports, time records, and presentation materials.
- Assist with coordinating staff meetings, including meeting set up/breakdown, organizing refreshments, IT setup and video conference initiation. Ensure meeting rooms have all the required equipment (chairs/tables/IT connections etc.) and are always clean.
- Manage office supply inventories, maintain office subscriptions and accounts, coordinate technical needs for the association (Zoom, conference line accounts, etc.), work with property management on announcements/needs, and various other office support responsibilities.
- This role requires on-site presence at least three days a week.
- Provide on-site support including coordinating vendor deliveries, office upkeep, cleaning office spaces, ordering food, basic kitchen maintenance, and other various requests.
- Interact with business service partners to ensure services to staff and office are on-time, cost beneficial and up to date.
- Partner with the Chief Financial Officer & HR Director on day-to-day activities, meetings, event planning, etc.

### What You'll Bring

- A firm belief in the value of diversity, equity, and inclusion in the workplace — and understand the difference between equity and equality
- A teamwork mindset – collaboration is the key to quality work



- Minimum AA degree, BA preferred, may substitute for two years of relevant work experience.
- Outstanding written and verbal communication skills, with an ability to develop effective working relationships.
- Excellent organizational skills with the ability to meet deadlines and independently manage multiple tasks and timely follow-through, with the 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 MS 365 (Outlook, Word, Excel, PowerPoint) required.
- Must be able to occasionally lift up to 20 pounds unassisted.

Reports to: Chief Financial Officer

#### Employment Type

- Full-Time, Non-Exempt position with a standard 37.5-hour workweek
- Based in our Downtown Oakland HQ with a hybrid work approach open to working remotely 2-3 days per week with Wednesdays required on-site
- Compensation: Hourly pay rate of \$25.64-\$35.89 depending on experience.

Location: Our downtown Oakland headquarters are in a classic building near the 19th Street BART station. Both the building and the office are ADA-accessible.

#### About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, fuel for learning, a teacher of cultures, and a convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. We aim to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal-opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.

To Apply: visit <https://apply.workable.com/cafoodbanks/j/DF969DA019>. Applications are accepted until the position is filled.