



Temporary Holiday Food Drive Assistant

Are you interested in using your operations experience to make the difference in the lives of 300,000 Alameda County residents every month? Are you customer-focused, organized, attentive to detail, and someone who thrives in a fast-paced environment? Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Holiday Food Drive Assistant assists in managing the logistics of hundreds of food drives throughout the holiday season and serves as a liaison with community participants. A successful candidate creates opportunities to increase food collection and support for the Food Bank, while providing excellent customer support to existing donors.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank (ACCFB) is a well-established and multi-faceted organization serving one in five Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking. ACCFB has received Charity Navigator's top rating for 17 consecutive years, ranking the food bank among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- Accurate typing at a speed of at least 55-60+ wpm (test will be administered).
- Ability to develop and manage positive relationships with Food Bank staff and community partners across various levels and functional areas.
- Previous experience providing excellent customer service and maintaining a calm, friendly and tactful demeanor during high volume periods via phone calls, written correspondence, and in-person interactions.
- Strong organizational capabilities and attention to detail are essential.
- Effective communication with staff is essential.
- Ability to work independently and collaboratively across departments to meet deadlines.
- Must have at least beginner level proficiency in MS Office Suite and experience with databases; experience with Salesforce a plus!
- Ability to prioritize and manage multiple projects simultaneously to meet deadlines.
- Basic mathematical skills for accurate record keeping.
- Ability to attend work functions outside of normal work location and hours, on weekend as needed.
- Valid California Driver's License, insurable driving record. Vehicle ownership is not required.

Preferred Qualifications

- 1-2 years' experience in a nonprofit environment or in an administrative or event support role
- Experience with Smartsheet, auction software, and/or Salesforce or other CRMs

PERSONAL ATTRIBUTES AND VALUES:

- Passion and drive to advance ACCFB's mission to eradicate hunger and its root causes, including racism and other forms of oppression.
- Team player with a roll-up-your-sleeves, can-do attitude.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward innovation and process improvement

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Ability to center community values and foster positive relationships with people of diverse circumstances and life experiences.

PHYSICAL REQUIREMENTS:

This position is located in a shared office environment. Currently, this position works every day onsite at 7900 Edgewater Drive. Physical activities necessary in the performance of this job include: sitting for prolonged periods, mobility to move throughout the food bank in performance of duties, event set-up and break down, ability to read and write in English, ability to use a computer to accomplish the duties of the position, including typing and seeing, ability to lift up to 35 pounds for loading and transporting needed items for offsite events. Involves the need for a flexible schedule for occasional weekend events.

COMPENSATION & BENEFITS

This is a full-time, temporary position with an expected end date of Dec. 22, 2024. This role works onsite at our 7900 Edgewater facility Monday through Friday, 8:30 to 5:00 (7.5 hour work day, 1 hour unpaid lunch). The hourly non-negotiable wage is \$26.19 per hour.

Seasonal staff are not eligible for paid vacation or holidays, or to participate in food bank health plans. Entitled to all federal, state and local required benefits, including paid sick leave under the Healthy Workplace Healthy Family Act of 2014/Measure FF.

If you meet these qualifications and want to join our mission, please submit your *resume and answer our application questions* on our careers page located at <https://www.accfb.org/about-us/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.

