



HOLIDAY FOOD DRIVE ASSISTANT (TEMPORARY)

Are you interested in using your operations experience to make the difference in the lives of 116,000 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 four 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 19 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

- Accurate typing at a speed of at least 55-60+ wpm (test will be administered).
- Reliable and dependable workplace performance. Must be an excellent team player.
- 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.
- Insurable driving record and access to reliable transportation

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
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards 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.

This is a full-time, temporary, non-exempt position, working Monday through Friday, 8:30 to 5:00. This position will last from October 2025 through December 2025. The hourly wage is \$26.19 per hour. As a temporary season position, this position is not represented by a labor union and does not include healthcare insurance coverage, vacation/sick PTO, or paid holidays.

If you meet these qualifications and want to join our mission, please submit your *resume* 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.

Posted: September 12, 2025