



TEMPORARY FOOD DRIVE ASSISTANT

Are you interested in using your operations experience to make the difference in the lives of 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 one 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 Temporary 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 Temporary Food Drive Assistant (TFDA) will be part of a high performing seven-person Leadership Gifts team. The TFDA will provide support to the Corporate & Foundation Relations Manager (CFRM) and the Community Fund Specialist (CFS) during a busy food drive campaign season of the fall and winter (September thru December). Responsibilities include a variety of duties: coordination of food drive campaigns, volunteer/donor relations, event logistics support, correspondence, preparation of reports and presentations, and other special projects as needed.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for 40 years. As one of the most efficient direct-impact organizations in the country, few nonprofits are as well-respected - or have a bigger impact on the community - as well as us. We are a dedicated group of mission-driven people who serve 1 in 4 county residents and will provide enough food for 30 million plus meals this year. But that barely scratches the surface of all our work. We're changing lives, we're forward thinkers who encourage innovation, we're proud of our work and we're having fun doing it! With our new 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, access and belonging. Please learn more about our efforts at www.accfb.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Food Drive Program

- In collaboration with the CFRM and the CFS, the TFDA will serve as a contact for hundreds of individual and group food drive requests during the fall and winter holiday season.
- Provide excellent customer service to interested food drive participants in person, over the phone and through effective email communication.
- Collaborate with food drive donor representatives from schools, businesses, corporations, religious organizations and community groups to maximize outcomes and meet/exceed food drive goals.
- Organize a high volume of data and update food bank's Salesforce database and track food drive-related data, run database reports.
- Process new food drive sign ups accurately, record communications with donors in Salesforce and GoFundMe Pro.
- In collaboration with the CFS, coordinate with the Food Bank's transportation team to schedule food barrel deliveries.

Track food drive barrel orders, deliveries, pickups, and poundage actuals as hundreds of barrels return to the food bank warehouse.

- Process thank you letters and emails and share impact reports with food drive participants.
- Assist with promotion of food drives, virtual food drive signups and fund drives.
- Assist in creating and maintaining a list of prospect food drive program donors via research online, professional publications, as well as reviewing the food bank database for donors who have become lapsed.

- Support the CFRM's and CFS's End of Year solicitation campaign.
- Other duties as assigned.

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 and GoFundMe Pro 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.
- Access to reliable transportation

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, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of belonging, accountability, transparency, community, and hope.
- Impeccable integrity and honesty, handles confidential information with discretion.
- Strong work ethic with an orientation toward innovation and process improvement.
- Growth mindset and enthusiasm for learning new skills. Asks questions and incorporates feedback gracefully.
- Approaches conflict and differing opinions with curiosity. Understands the importance of the impact of words/actions as well as the intent.
- Commitment to building and maintaining an equitable and inclusive workplace where people of all races, ethnicities, genders, sexual preferences, and economic circumstances feel welcome and empowered

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.

UNION REPRESENTATION"

ACCFB is in partnership with and has a newly established labor union for a portion of our staff. **This position is NOT part of the labor union OPEIU, Local 29.**

Compensation:

This is a full-time, temporary, non-exempt position, working Monday through Friday, 8:30 to 5:00. This position will last from September 2026 through December 2026. The hourly wage is \$31.20 per hour.

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.

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