



Temporary Data Entry Clerk

Do you believe food is a human right? Do you have an eye for detail? Are you interested in joining our powerhouse fundraising team to partner with our community to end hunger at its root causes?

If you said yes to all of these questions, please consider joining the Alameda County Community Food Bank this holiday season as a Temporary Data Entry Clerk.

The Temporary Data Entry Clerk will support the Development Operations team during the busy holiday giving season. This is a temporary role spanning from October 13 2026 through January 15, 2027. Primary responsibilities include processing gifts, sending acknowledgement letters, ensuring accuracy of donor database, as well as general administrative and logistical support of the Development Department.

Alameda County Community Food Bank is a well-established and multi-faceted organization, which has been at the forefront of hunger relief efforts for over 40 years. We are a dedicated group of mission-driven people providing enough food for 50 million meals this year.

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.

Essential Duties And Responsibilities

Enter gift information into database in accordance with data standards, including data from third party and matching gift processors.

Charge donations on credit cards and comply with all data security protocol

Enter and maintain donor information in database including gift history, contact information, biographical and demographic information, and relevant contacts and linkages.

Proofread, print, and mail donor acknowledgement letters and tribute cards.

Process mail delivered to the Development Division

General office work such as organizing, filing, scanning, printing

Donor correspondence related to gift processing

Carry out other tasks and assignments, special projects and other responsibilities, as assigned.

Knowledge, Skills and Abilities

Prior experience with data entry or using a relational database is required. Salesforce is preferred.

Great attention to detail and ability to follow a specific protocol

Proficiency using the MS Office Suite and video conference software such as Zoom or Teams

Excellent written and verbal communication skills.

Ability to effectively manage time and prioritize work in a fast-paced and deadline-oriented environment

Basic math skills to accomplish basic accounting tasks.

Excellent judgement around when to show initiative and act independently and when to ask for guidance or support.

Can work collaboratively with people who have a variety of working styles, backgrounds, and experience.

Access to reliable transportation for business related trips.

Ability to work 5 days per week on-site at 7900 Edgewater.

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, 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

The following physical abilities are necessary in the performance of this job: Ability to sit for long periods of time and use computer for long periods of time. Ability to read and write in English. Ability to use a computer to accomplish the duties of the position, including typing and seeing.

Compensation & Benefits

This is a full-time, non-exempt, temporary position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday; 1 hour unpaid lunch) through January 15, 2027. The non-negotiable salary for this position is \$27.16 per hour. As a temporary seasonal 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 send your resume and answer the application questions on our careers page located at www.accfb.org/careers/. No cover letters, please.

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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