



Position Title

Administrative Assistant, ExtraFood.org (part-time)

Organization

Founded in 2013, ExtraFood.org's mission is to help end hunger and wasted food in Marin County, California. Our first step is our county-wide food recovery program: we pick up donations of excess fresh food from Marin businesses and organizations – such as grocery stores, restaurants, and schools – and immediately deliver the food to nonprofit recipient organizations – such as senior centers, homeless shelters, and after-school programs – that serve Marin's most vulnerable children, adults, and families. In 3 ½ years, our staff and volunteer team have organized, picked up, and delivered 1,200,000 pounds of food – 1,000,000 meals – from 175 food donors to 92 sites across Marin, reaching 5,000 people every month.

ExtraFood is:

- an organization dedicated to exemplary service to each other, our partners, and the people we are serving together
- a place where we get lots of things done, every hour and every day, and have a real sense of the difference we're making in our community
- a collaborative, fast-paced, quickly-growing team
- fun!

For more information: www.extrafood.org

Position Summary

This entry-level position provides administrative support to ExtraFood's staff: generating and sending reports and correspondence; data entry and management; ordering supplies; supporting occasional events; and performing other office-related tasks that are typical in a start-up environment. Reporting to the Executive Director, this is a non-exempt, 15-hour-per-week position based in our Kentfield office. 10 of the 15 hours are on Thursdays and Fridays, with the schedule for the remaining hours negotiable. The ideal candidate will be highly organized, personable, excellent at multi-tasking, highly fluent with technology, and engaged with our mission.

Responsibilities

1. Generate quarterly reports by extracting data from ExtraFood's Salesforce database, gathering input from staff, and editing an Adobe InDesign template.
2. Enter data on ExtraFood's deliveries, new volunteers, food donors, and recipients into ExtraFood's database, iCloud Contacts, and website.
3. Assist Operations staff with preparing weekly delivery schedule and volunteer newsletter.

4. Name and file incoming photos in online photo library.
5. Generate and send fundraising materials and correspondence as needed.
6. Monitor supply levels and order supplies for office and volunteers as needed.
7. Support occasional events as needed.

Qualifications

Required skills/experience include:

- 2 years administrative support experience or equivalent
- Strong interpersonal skills
- Ability to multi-task in a fast-paced environment
- Highly detail-oriented and organized
- Ability to work independently and as a member of a staff team
- Fluent with a variety of Mac software products including Word, Excel, Web browsers, and email programs
- 2 professional references

The following skills/experience are a plus:

- Adobe InDesign, Illustrator or equivalent experience
- Salesforce or other database experience
- Mail merge experience

Compensation

- \$16/hour
- 401k plan, Sick leave
- The feeling of making a difference in our community every day!

Send resumé and cover letter to:

Marv Zauderer, Executive Director, Marv@ExtraFood.org