



Position Title

Office Administrator, ExtraFood.org (part-time)

Organization

Forty percent of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank third in GHG emissions after the U.S and China. Yet 1 in 5 people in Marin County worry about where their next meal will come from.

Founded in 2013, ExtraFood.org's mission is to help end hunger and wasted food in Marin County. Through our county-wide food recovery program, we pick up donations of excess fresh food from Marin businesses and schools and immediately deliver the food to nonprofit recipient partners – such as senior centers, homeless shelters, and after-school programs – serving Marin's most vulnerable children, adults, and families. Through our Community Meal Program, restaurants and caterers make us meals for people in need.

In 6 years, ExtraFood's staff and volunteer team have organized, rescued, and delivered 3,700,000 pounds of food – 3,000,000 meals – from 250+ food donors to 127 sites throughout the county. ExtraFood, winner of 2017 Heart of Marin Achievement in Nonprofit Excellence award, reaches more than 8,000 people with high-quality food.

ExtraFood is solving hunger differently, leading a movement to transform Marin's food system – from wasting food to donating it – and increasing equitable access to healthy, fresh food. We are committed to [our values](#), to [each other](#), and to [making a difference](#) in our community each day.

Position Summary

This position, reporting to the Executive Director, ensures ExtraFood's office administration runs smoothly and efficiently. It provides crucial administrative support to ExtraFood's staff: managing gift/grant entry; authoring and sending correspondence; entering data; managing content; ordering supplies; and performing other administrative tasks typical of a small, dynamic organization. This is a non-exempt, part-time position – working remotely at the moment, as are all ExtraFood staff, returning to our office in Kentfield when circumstances allow. The ideal candidate will be highly organized, personable, dedicated to providing exemplary administrative support, fluent with technology, and engaged with our mission.

Responsibilities

- Manage gift/grant entry in Salesforce database and acknowledgement process.
- Maintain collateral materials for press kit.
- Name, organize and file incoming promotional and volunteer photos.

- Track, record, and communicate expenses on specific grants.
- Monitor supply levels and order supplies for office and volunteers.
- Respond to, or forward to staff, general inquiries from community members and stakeholders.
- Implement regular backups of key databases.
- Generate occasional correspondence to partners.
- Maintain ExtraFood's "event kit" for tabling at occasional events.
- Conduct occasional data-gathering and data-entry projects in support of staff.

Qualifications

Required skills/experience include:

- 2 years administrative support experience or equivalent
- Highly detail-oriented and organized with high standards for work quality
- Ability to switch between tasks in a fast-paced environment
- Flexible in adapting to the needs of a dynamic organization
- Strong interpersonal skills
- 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
- Available 25 hours/week; additional hours, based on the needs of the business, may be available by mutual agreement
- 2 professional references

The following skills/experience are preferred:

- Salesforce or other database experience

The following skills/experience are a plus:

- Graphic design skills, including use of Adobe InDesign, Illustrator or equivalent experience

Compensation

- Competitive and commensurate with experience
- Flexible hours; some remote work possible
- 401K plan, Sick leave
- Opportunities for growth in a dynamic organization
- The feeling of making a difference in our community every day

Email cover letter summarizing interest in position and experience, plus resumé, to:

Marv Zauderer, CEO, Marv@ExtraFood.org