



*Creating a hunger-free community*

## **WORCESTER COUNTY FOOD BANK**

### **Executive Assistant**

Worcester County Food Bank (WCFB) believes that food is a fundamental right of all people and that hunger is an issue of social justice. WCFB's mission is to engage, educate, and lead Worcester County in creating a hunger-free community. To that end, WCFB annually collects and inspects donations of perishable and non-perishable food and distributes it through a network of Partner Agencies, including food pantries and community meal programs. WCFB also trains Partner Agencies in food safety and advocates for systemic and sustainable solutions to support children, families, and senior citizens in being more food secure and healthy. WCFB is deemed to provide essential services to the community in time of emergencies.

### **JOB SUMMARY**

The Executive Assistant is a full-time position reporting directly to the Chief Executive Officer (CEO) and is responsible for a high level of administrative assistance and support to ensure an efficient, and positive work environment. The successful candidate will have outstanding organizational skills, possess a meticulous attention to detail, have the ability to successfully prioritize and manage multiple duties, and have excellent independent judgement to act on behalf of CEO when appropriate. This position requires the ability to provide strong support to the CEO in a one-on-one working relationship and excellent interpersonal skills, as well as sound judgement and experience. This position is designated essential to WCFB's operations.

### **PRIMARY RESPONSIBILITIES**

- **Executive support**
  - Provide administrative support to the CEO and COO
  - Serve as the primary point of contact for the CEO
    - Communicating on her behalf via email and phone calls. Includes acknowledgment letters, personal correspondence, and other tasks that support and assist the CEO's ability to lead the organization effectively.
    - Managing the CEO's calendar and all scheduling
      - Providing all preparatory materials for appointments and key meetings
    - Follow up on contacts made by the CEO and support the cultivation of ongoing relationships
- **Board support**
  - Assist CEO with preparation and dissemination of materials for board meetings and board committee meetings to Board Members and Committee Members
  - Attend Board Meetings to manage meeting slides and take meeting minutes
  - Schedule meetings related to board governance as needed such as orientation for new board members

- Maintain the Board Handbook and Board contact listings
- **Support for Organizational Communication and Culture**
  - Promote and sustain a positive and productive working environment, working with the CEO and COO to initiate activities to support this goal
  - Draft weekly “week ahead” document for staff of all upcoming meetings and events involving WCFB
  - Assist CEO with preparation and dissemination of materials for staff meetings; manage staff meeting slides
- **Project Management**
  - Provide comprehensive support for special administrative projects throughout the year as determined by the CEO

## QUALIFICATIONS

- Commitment to WCFB’s mission to ending hunger. Understanding of and commitment to equity and social justice
- 5 years of relevant experience working within the non-profit sector
- Commitment to flexible work schedule to meet the organizational needs of WCFB including WCFB Board Meetings
- Professional level
  - Administrative and management skills with impeccable attention to detail, ability to balance multiple, competing priorities and adhere to deadlines
  - Customer service and interpersonal skills
  - Written and verbal communication skills
- Ability to identify and hold applicable information and relationships as confidential
- Enthusiastic and positive attitude
- Ability to work independently as well as collaboratively as part of a team
- Takes a proactive approach to problem-solving with strong decision-making skills
- Proficiency in Microsoft Office suite
- Bilingual Spanish English a plus
- Notary Public a plus
- Valid drivers license
- Satisfactory background check

**Current Pay Range:** Non-Exempt \$23.00 - \$28.00/hr.

**How to Apply:** A formal cover letter is required for consideration

- 1) Online at [indeed.com](https://www.indeed.com); *or*
- 2) E-mail resume and cover letter to: [jobs@foodbank.org](mailto:jobs@foodbank.org) (subject line: “Executive Assistant”); *or*
- 3) Mail cover letter and résumé to Worcester County Food Bank, Attn: Lara Greene, 474 Boston Turnpike, Shrewsbury, MA 01545.

*WCFB is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.*