

412 Food Rescue

Title: Administrative Assistant
FLSA: Non-Exempt
Hours: Part Time 20-25 hours per week
Reports to: Human Resources and Administration and Benefits Manager

Please email your resume and cover letter to info@412foodrescue.org with “Administrative Assistant” in the subject. Applications accepted until position is filled.

About 412 Food Rescue

412 Food Rescue is a direct response to the disconnect between the fact that we waste 40% of our food while 1 in 6 go hungry. Through a network of dedicated volunteers, 412 Food Rescue collects surplus food that might otherwise be thrown away and delivers it immediately to organizations that serve those who are food insecure. These healthy food donations go to hungry people in shelters, schools, housing projects, and other programs and kitchens who serve or distribute food to those in need. Through our technology, 412 Food Rescue facilitates rapid response that helps bridge the gap between supply and demand. Piloting in Allegheny County and expanding further into Southwestern PA, 412 Food Rescue aims to expand its model across urban centers nationally.

Ready to be inspired every day? Join our growing team! This is a unique opportunity to shape a social enterprise that merges technology and social good to tackle one of the most important food issues today.

Responsibilities

We are a cutting edge non-profit helping to end food insecurity in Pittsburgh and about to expand nationwide. We need an Administrative Assistant to support the CEO and members of our leadership team. You will be handling email, travel, logistics, data, grants administration and other tasks to support our mission. You must be organized, detail-minded and assertive - you need to be able create order around a fast-moving, evolving environment.

Overall

Provide administrative support to the CEO, leadership team and staff.

- Analyze, organize and implement office operations, procedures and processes.
- Responsible for day-to-day operation of the office.
- Review mail
- Prepare mailings as needed
- Inventory and ordering of swag material
- Birthdays, life events and employee appreciation

Operations support

- Support CEO calendar management and travel

Administrative management

- Maintain a clean and organized office
- Monitor office supplies, order replacement supplies as needed
- Equipment and supplies inventory tracking, reporting, ordering

- Complete additional administrative tasks and errands as needed, including but not limited to note taking during meetings, ordering and picking up catering/meals for meetings, etc.
- Support in scheduling and coordinating logistics for Board meetings, committee meetings, team retreats and on-site meetings, including but not limited to arranging for conference rooms and audio/visual requirements as necessary.
- Weekly bank deposits

GENERAL

- Other duties as assigned.

All essential duties are to be accomplished based on the ADA guidelines. ADA (American with Disabilities Act) states that the duties are to be successfully completed with or without reasonable accommodations.

NON ESSENTIAL DUTIES:

- Participates in staff meetings, as required.

QUALIFICATIONS

- Experience working in a fast-paced environment providing exceptional support to organization or company leadership, including but not limited to scheduling and planning.
- Impeccable follow through and ability to navigate within an organization to accomplish work.
- Demonstrated ability to effectively prioritize workflow.
- Extremely detail-oriented and organized.
- Must be flexible and able to adjust to a fast-moving environment
- Problem-solver able to identify, create and implement processes
- Ability to multitask/time management
- Independent decision making
- Good writing skills

COMPETENCIES:

- Proficiency with Google suite and Microsoft Office including how to prepare mail merges
- Experience with spreadsheets

JOB REQUIREMENTS:

- Work from the 412 Food Rescue Office
- High School or GED required, College Degree preferred
- Valid PA driver's license
- 1 year of relevant experience required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.