



EXECUTIVE ASSISTANT
Job Description
January 2024

JOB TITLE **EXECUTIVE ASSISTANT**
Reports to: Executive Director
Status: Non-exempt, Part Time

ABOUT THE FOOD BANK

The Ferndale Food Bank is a private non-profit committed to the mission of distributing food and support to all community members in need, with dignity, respect, and understanding. Single individuals and families can visit once a week for as long as assistance is needed.

JOB FUNCTION

Provide daily organization and administrative support for all involved in the administration of the Food Bank. Work closely with the Executive Director. Support the effectiveness of day-to-day operations of the food bank and execute or assist in all administrative tasks. Play an active role in supporting staff and delivering administrative services that help the food bank function at its best. High attention to details, ability to anticipate the needs of staff, incredible time management and organizational skills a must, and interest in the mission of the food bank and food security a must.

DUTIES AND RESPONSIBILITIES

1. GRANT, FINANCE, STATE, and TAX RECORD KEEPING AND REPORTING

- a) File all necessary monthly and yearly reports for grants, state requirements, and organizational finances in an accurate and timely manner.
 1. Maintain and report Food Bank statistics to appropriate groups and agencies, financial and otherwise.
- b) Work closely with contracted bookkeeper to execute monthly and yearly financial reports. This includes collecting and turning in all organization receipts in a timely manner.
- c) Work closely with the Board Treasurer, Executive Director, the accounting firm, and the tax accountant to assist in the correct and timely reporting to the Board and the IRS.
- d) File necessary yearly registrations with the appropriate state and federal government entities.
- e) Assist in grant applications and reporting.

2. COMMUNICATIONS, SOCIAL MEDIA, and WEBSITE EXECUTION AND MANAGEMENT

- a) Working closely with the Executive Director, execute a comprehensive social media strategy and manage the use of social media to communicate with clients, partners, donors, and the general public.
- b) Work closely with the Executive Director and website host to keep the information accurate and current.
- c) Working closely with the Executive Director, send quarterly press releases to all relevant and local media outlets.

- d) Working closely with the Executive Director, draft and send monthly newsletters.
- 5. ASSIST IN FOOD HANDLING AND SAFETY ADMINISTRATION**
 - a) Assist the Operations Manager in the record keeping of employee and volunteer Food Handlers Permit status.
 - b) File the DFDO Annual Report to Whatcom County Health Department.
- 6. ASSIST IN FINANCE, FUNDING, AND DONATION ADMINISTRATIVE TASKS**
 - a) Manage the collection, recording, and depositing of all mail and donations.
 - b) Ensure bills and payroll are paid timely.
 - c) Send annual tax receipts to all donors.
 - d) Work with the Executive Director to send relative thank yous to all donors, including EOY giving reports and thank yous.
 - e) Assist the Executive Director in sending out an Annual Report to all donors and community partners.
 - f) Help the Executive Director organize public appearances and tabling events.
- 7. WORK WITH EXECUTIVE DIRECTOR, STAFF, AND VOLUNTEERS**
 - c. Work closely with the Executive Director and Operations Manager to ensure optimization and compliance with all grant related regulations of food purchasing.
 - d. Maintain an orderly work environment both physically and culturally.
 - d. Maintain close communication with staff, clients, and volunteers in a professional and competent manner.
 - e. Facilitate a culture of continuous improvement.
 - f. Provide regular reports on progress, goals, task completion, and needs for assistance to Executive Director.
 - g. Maintain and protect computer files.
 - h. Provide technical assistance to volunteers and staff when needed.
 - i. Other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent. Bachelors degree in food management, non-profit management, environmental sciences, agriculture, or other related fields OR the work experience equivalent a plus.
- A minimum of two years experience in an organizational or administrative role of a food organization or non-profit.
- Organizational, bookkeeping, and planning experience.
- Experience with food insecure populations or non-profit work. Demonstrated interest and passion in food systems and security.
- High competency in all social media platforms and Mailchimp or other emailing services.
- Proficiency in all Microsoft Suite Platforms. Proficiency in Adobe Suite a plus.
- Basic competency in Spanish, Russian, or Ukrainian languages a plus.

SKILLS

- Excellent communication skills, demonstrating ability to build rapport with volunteers, staff, clients, and community partners, and to give and receive constructive feedback.
- Exceptional organizational and information management with an attention to detail and accuracy.

- Ability to develop and execute organizational and reporting systems.
- Strong ability to work both independently and as part of a team.
- Ability to meet deadlines and manage multiple concurrent tasks.
- High proficiency in technology and online platforms
- Strong math and financial proficiency.
- Valid Washington State food handlers permit.

DESIRED CHARACTERISTICS

- Talented in creating and executing organizational systems.
- Strong time management.
- Strong problem-solving skills in a team approach.
- Ability to commit high attention to detail and accurate execution.
- Ability to engage in de-escalation and non-biases practices and handle situations with understanding and empathy.

COMPENSATION, SCHEDULE, AND BENEFITS

- Part-Time, hourly (15-20/week)
- Hybrid-remote possible
- Salary: \$20-\$24.50/hour DOE
- Occasional evenings and weekends may be required for distributions or special events.
- Benefits include PTO accrual based on hours after 90 days of employment. Accrual of paid sick leave per WA state law.

HOW TO APPLY

Email a cover letter, resume, and the contact information for three professional references to director@ferndalefoodbank.org with the subject "Executive Assistant Application." In your cover letter please describe why you are interested in this position.

Desired Start Date: March 1st, 2024 or sooner.

The Ferndale Food Bank complies with all federal, state, and local laws which prohibit discrimination in employment.

The Ferndale Food Bank is an equal opportunity employer. We must ensure an environment and process where there is no discrimination against any qualified employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, genetic information, alternative abilities, or any other protected status.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at the Ferndale Food Bank.

Physical Requirements

Frequency Guidelines:

N: Never (not at all) **S:** Seldom (1-10% of the time) **O:** Occasional (11-33% of the time)

F: Frequent (34-66% of the time) **C:** Constant (67 – 100% of the time)

Sitting: **F** Standing: **C** Walking: **C** Height/Ladder/Stairs: **O** Twisting at the Waist: **O**
Bending/Stooping: **F** Squatting/Kneeling: **O** Crawling: **S** Reaching Out: **F**.
Talking/Hearing/Seeing: **C** Working Above Shoulders: **F** Handling/Grasping: **F** Fine Finger
Manipulation: **F** Foot Controls: **S** Driving: **S** Repetitive Motion: **F** Lifting 50 lbs. or more: **F**
Carrying 50 lbs. or more: **F** Pushing/Pulling 50 lbs. or more: **F**