Administrative Assistant
Part-time, At-will, Non-Exempt
Salary: $22 Hourly, .75 Part-Time

ORGANIZATIONAL DESCRIPTION
FoodLink for Tulare County has been the local, independent food bank for over 40 years. Every year, FoodLink distributes millions of meals to over 70 food pantries, schools, and organizations throughout Tulare County, providing food to seniors, children, individuals, and families in need. In addition, FoodLink’s diverse programs in nutrition education, food waste recovery, community empowerment, advocacy, and food systems change all work together towards a healthy and hunger-free Tulare County.

MISSION STATEMENT
FoodLink is committed to promoting equitable and dignified access to nutritious, healthy food while also addressing the root causes of hunger through education, advocacy, and food system change.

ORGANIZATIONAL VALUES
Trust, Collaboration, Respect, Compassion, Food with Dignity.

POSITION SUMMARY
The Administrative Assistant is responsible for providing administrative oversight, and support to the Co-Executive Directors and management. The position assists the team with administrative tasks, including but not limited to general clerical needs, record keeping, bookkeeping, reimbursement & report preparations, program support, and maintaining donor contact lists.

ESSENTIAL DUTIES & RESPONSIBILITIES
- MISSION AND LEadership
  - Participate in supporting leadership to carry out the organization’s mission, vision, and strategic plan.
  - Develops and maintains a positive work environment, communicating with all Foodlink team members and volunteers in a collaborative and respectful manner.
  - Maintain financial and administrative structures and systems; recommend timelines and resources needed to achieve the strategic goals.
  - Respectfully and professionally represent the organization at all times.
• **OPERATIONAL SUPPORT**
  - Communicates effectively and respectfully with community members and partners, being sensitive to vulnerable populations from different ethnic, racial, and cultural groups, and those from diverse backgrounds and lifestyles.
    - Answer and direct phone calls
    - Greet and direct visitors
  - Communicates effectively in writing, preparing clean and professional online and print materials, free of spelling and grammar errors.
  - Perform administrative and office tasks such as processing mail, ordering office supplies, stocking kitchen and supply room, and scheduling
  - Support with donor stewardship.
  - Maintain and coordinate office cleaning protocols and tasks.
  - Ensure compliance with federal, state, and local legal requirements.
  - Support fundraising events.

• **RECORDKEEPING**
  - Maintain official records and documents, and ensure compliance with rules of affiliated agencies and federal, state, and local regulations.
  - Maintain appropriate insurance policies.
  - Utilize donor management system to record donations, and maintain donor information

• **BOOKKEEPING**
  - Responsible for recording and maintaining the organization's daily financial transactions and records.
  - Maintain records of financial transactions by posting, and reconciling them in comparison to the bank statements monthly.
    - Prepare deposits
    - Pay bills
    - Maintain vendors list
  - Maintain systems to account for financial transactions by maintaining a chart of accounts, classes, and vendor profiles.
  - Track income and expenses by class, particularly as they relate to grants earned by the organization.
  - Generate reports on profit & loss against budget by month.
  - Prepare financial reports by collecting, analyzing, and summarizing accounting for information for the Board of Directors and Co-Executive Directors.
  - Monitor for variances from the approved budget.
o Assist in financial activities
  ■ Run payroll
  ■ Generate and pay invoices
  ■ Collect donations and monies from items sold
o Oversee payroll administration process, keep in compliance, and manage quarterly and annual payroll tax reports.
o Participate in all tax and audit support activities for the Co-Executive Directors and CPA.

DESIRED QUALIFICATIONS & EXPERIENCE

● MINIMUM EDUCATION AND/OR EXPERIENCE
  o Must be 18 years old or older
  o Valid California Driver’s License
  o High School Diploma or equivalent
  o Comfort and experience using G-Suit and Microsoft Office
  o Must have demonstrated the ability to cooperatively manage and lead people using anti-racist and social justice frameworks.

● OTHER SKILLS & QUALIFICATIONS
  o Is efficient in Quickbooks, Excel, and all Google Drive applications.
  o Strong communication and customer service skills.
  o Strong cooperative leadership skills.
  o Basic filing and record-keeping abilities
  o Strong follow-through to complete daily tasks
  o Maintains confidentiality and discretion of sensitive information
  o Commitment to FoodLink’s core values of trust, collaboration, respect, compassion, and food with dignity.
  o Ability to work and interact well with individuals (staff, volunteers, and community members) from a variety of socioeconomic backgrounds in a culturally diverse environment.
  o Maintains confidentiality and discretion of sensitive information.
  o Exhibits a strong work ethic, honesty, and integrity in all aspects of the position and in carrying out job duties.
  o Detail-oriented, efficient, and organized.

● PHYSICAL DEMANDS
  o Regularly required to stand, walk, reach, use hands
  o Able to lift and carry up to 20 lbs
  o Prolonged computer use
FoodLink for Tulare County is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, housing status, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Additionally, we will not discriminate against any employee, volunteer, or client engaging in civil rights activities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

CERTIFICATION
By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask and receive answers to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at his/her discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

I certify that I am fully qualified to perform the position described and can, with or without accommodation, perform the essential functions of the position. I also understand that employment with the Organization is considered “at-will”. As an at-will employee, neither I nor the Organization is committed to continuing the employment relationship for any specific term. The Organization or I may terminate the employment relationship at any time, with or without cause and with or without notice.

Employee Signature: ___________________________ Date: ____________

Co-Executive Director Signature: ___________________________ Date: ____________