

FEED MY PEOPLE

Job Description

POSITION: Administrative Coordinator
SUPERVISED BY: Executive Director
STATUS: Non-exempt
DATE: August 2019

This job description reflects current responsibilities. Duties are fluid based on board directive which is guided by strategic plans and best utilization of staff skills. Feed My People is an EOE.

Position Summary:

The Administrative Coordinator greets and directs volunteers, donors and other individuals visiting or calling the food bank; provides administrative support to office staff and facilitates communication between employees and internal departments.

- Greet and assist volunteers, donors and visitors when they arrive and depart the food bank. Connect individuals to appropriate FMP personnel.
- Answer and direct telephone calls.
- Provide administrative support to Executive Director and Business Manager.
- Facilitate communication between employees and internal departments. Work to improve processes and policies to ensure the office operates smoothly.
- Coordinate office volunteer needs with staff members, including potential projects and scheduling parameters to optimize food bank operations.
- Accept and record food and financial donation from visitors.
- Assist with material preparation and volunteer management with other staff for special events, activities and projects.
- Promote team culture in all working relationships with staff and volunteers.
- Other duties as assigned.

Job Specifications:

- Excellent interpersonal skills.
- Strong oral and written communications skills.
- Computer proficiency.
- Excellent self-management skills with ability to meet deadlines.
- Positive attitude and a willingness to handle a variety of tasks.