



Administrative Assistant Full Time/Hourly

- Are you organized, detail-oriented, and computer savvy?
- Are you looking to provide excellent customer service and administrative support?
- Is your writing clear and concise, while conveying the necessary details?
- Do you love to learn and embrace professional growth?
- Do you want to improve the well-being of local people in need?
- Are you ready to apply your talent and skills to an organization with a 44-year history and a solid financial foundation?

General Job Description

Westside Food Bank, a non-profit social service organization, is seeking a full-time Administrative Assistant. WSFB distributes more than 5 million pounds of food yearly to over 55 social service agencies and is expanding services with the increase in local need. The Administrative Assistant is part of the office staff and will support Westside Food Bank's Chief Operating Officer and the warehouse and operations teams. This position requires work to be performed onsite at Westside Food Bank's office and is not a remote or hybrid position.

In addition, candidates should be interested in learning more or specializing in at least one of the following focus areas:

- Information technology
- Human resources
- Policies and procedures

The Administrative Assistant reports to the Chief Operating Officer and works cooperatively with both warehouse and office staff.

Roles and Responsibilities

- Greets and directs visitors to the food bank in a professional manner
- Answers telephone calls and directs calls to the appropriate staff member in a professional manner
- Assists with opening incoming mail and ensures that mail is appropriately routed to staff
- Prepares and edits correspondence, forms, reports, and documents
- Assists with collection of credit card expense reports, bills of lading, and other documents from staff
- Assists with preparing Excel spreadsheets and reports
- Assists with generating routine reports using inventory management system
- Schedules, attends, and takes notes for meetings and assists with follow-up
- Coordinates organization-wide events and staff meetings

- Maintains the organization's operations manual/wiki for current operating policies and procedures
- Researches and compiles information regarding new developments in compliance and human resources to support implementation by management
- Assists with tracking projects using project management system
- Scans documents and performs appropriate data entry into document management system
- Maintains filing system for organizational records
- Maintains inventory of office supplies and orders new supplies as needed
- Assists in the preparation of signs, posters, handouts, flyers, etc.
- Assists with printing materials to support warehouse and office staff
- Assists with running errands for operations team
- Provides basic IT support to staff
- Assists with ensuring smooth operation of mobile food distributions when other staff are unavailable
- Performs other administrative tasks as assigned by supervisor

Qualifications

- Excellent interpersonal and communication skills, both written and verbal
- Organized self-starter – ability to prioritize work based on deadlines and manage multiple projects at once without constant supervision
- Ability to handle confidential and sensitive information with discretion
- Ability to write clearly and concisely
- Ability to follow procedures to manage information
- Superb attention to detail
- Excellent computer skills and ability to learn new programs
- Proficiency with Windows Operating System, Microsoft Office, Slack, Adobe Acrobat, Zoom, Google Suite etc.
- Familiarity with Confluence wiki and Jira project management system a plus
- Ability to use databases, document management systems, project management tools and wiki
- Ability to use Photoshop, Tableau and other data tools a plus
- Bilingual Spanish (speak/read/write) a plus
- At least 3 years of relevant work experience
- Driver's license and access to a vehicle a plus

Compensation & Benefits

- This is a full-time, non-exempt position at 40 hours per week, with salary of \$28/hr.
- Position is onsite at Westside Food Bank's office with a work schedule of Monday through Friday, with an 8 hour shift between 9 am to 6 pm. Candidates must be available to work onsite to support other team members who are working onsite full-time.

- Occasional evenings and weekends (up to 10 per year) may be required
- Mileage will be reimbursed for travel

Generous benefits package:

- Medical (Kaiser HMO): Premiums fully covered by WSFB for the employee. Dependent coverage is available, employee pays 2% of their wages for coverage and WSFB pays the rest.
- Dental (Delta Dental PPO): Premiums fully covered by WSFB for the employee. Dependent coverage is available at 25% of the premium cost.
- 4% Safe Harbor 401k Match with immediate vesting
- Paid time off: 12 sick days per year, 10 holidays plus winter holiday closure, 10 vacation days in the first year of employment (increases per year, up to a maximum of 25 days at the seventh year of employment)
- Pre-tax Flexible Spending Account (FSA) available, with employer contribution to medical
- Life, AD&D and Long-Term Disability Insurance, paid for by WSFB
- Professional development opportunities, paid for by WSFB

How to Apply

Send resume and **brief** cover letter to jobs+aa@wsfb.org. Resumes without a cover letter will not be considered.

Applications will be reviewed starting March 23rd, and prospective candidates will be contacted directly; please, no calls.

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.