



**EXECUTIVE ASSISTANT
Position Announcement**

**Application Dates:
October 5 – November 2, 2018**

(Note: Resumes will be reviewed on a rolling basis until position is filled or deadline.)

ABOUT US:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In our mission to lead the effort to eliminate hunger in our community, the Foodbank has distributed over 331 million pounds of food equating to over 276 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. During the 2017-2018 fiscal year, the Foodbank distributed over 18 million pounds of food equating to approximately 15 million meals to the community.

POSITION OVERVIEW:

The **Executive Assistant** for the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) will report to the Chief Executive Officer (CEO) and will handle sensitive Foodbank information.

- This person will provide administrative support to primarily the CEO, Senior Managers and Board of Directors.
- The ideal candidate for the Executive Assistant position will be mission-focused, must have strong writing and communication skills, a collaborator, detailed oriented, change resilient, a continuous learner, and able to take initiative.

RESPONSIBILITIES:

An Administrative support professional with the right skills to experience success in this position will be able to perform essential duties including, but not limited to, the following:

- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Provide support for board and committees as assigned.
- Serve as a liaison to the board, as requested by the CEO.
- Coordinate administrative staff to improve organizational systems and processes.
- Provide logistical support for activities of Senior Managers.
- Coordinate out-of-town travel for staff.
- Serve as liaison for IT managed services vendor, as appropriate.
- Order and maintain supplies for staff.
- Track expenses, reconcile reports and submit payment requests, as necessary.

- Provide training to administrative staff, as appropriate.
- Coordinate the distribution of NAP Credits.
- Coordinate donor cultivation and stewardship activities of the CEO and Executive Committee.
- Develop and manage organizational internal communications on behalf of the CEO.
- Other duties as assigned by the CEO.

WORK HOURS/SHIFT:

- Monday-Friday; full-time non-exempt; some weekend and evening work required for meetings, and special events.

EDUCATION/REQUIREMENTS:

- Minimum: High school diploma or general education degree (GED) with emphasis in administrative education or training
- Minimum: 7 years in demanding office administrative environment
- Strong organizational skills are required — as well as excellent computer skills that include mail merge, database and spreadsheet competence.
- Keyboarding skills at 70 WPM;
- Demonstrated superior proficiency in MS Office Products (Word, Excel, and Outlook)
- Demonstrated ability to work with people from a variety of backgrounds.
- Must be detail-oriented and demonstrate a sense of urgency to accomplish the tasks requested.
- Driver’s License

NONESSENTIAL EDUCATION, SKILLS AND EXPERIENCE (PREFERRED):

- Preferred: Associate or college degree
- Preferred: 5 years non-profit administrative experience
- Certificate of Nonprofit Management (desired).
- Desktop publishing experience (desired)

TRAVEL REQUIREMENTS:

- Occasional event travel required

PHYSICAL DEMANDS:

While performing duties of this job, the employee may be required to do the following when working in the office or warehouse environment:

- The employee must, at times, lift and/or move up to 25 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Regularly required to talk and hear when communicating with employees, donors, and clients.
- The use of hands and fingers are necessary to handle or feel documents and keyboards.

COMPENSATION AND BENEFITS:

A competitive salary of \$21.00 -\$24.25 per hour with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.

How to apply: If this sounds like the opportunity for you to serve our community and help eliminate hunger, please send a cover letter, resume and 5-year salary history to orfrecruiting@foodbankonline.org no later than November 2, 2018.