



## **ADMINISTRATIVE SPECIALIST - PROGRAMS Position Announcement**

**Application Dates:  
October 10<sup>th</sup> - October 15<sup>th</sup>**

*(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 290 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 nearly 15 million meals to food insecure individuals in the community through a robust network of partner agencies and program sites. Our current work to address the short-term needs for food access and long-term needs related to root causes of food insecurity is guided by a strategic plan, which can be accessed via our website at <https://foodbankonline.org/strategic-plan/>.

### **POSITION OVERVIEW:**

The **Administrative Specialist - Programs** for the Foodbank of Southeastern Virginia and the Eastern Shore (Foodbank) will report to the Director of Programs and will collaborate with a team of professionals and volunteers to provide administrative support for the Foodbank's mission, "leading the effort to eliminate hunger in our community."

The Administrative Specialist position is responsible for collaborating with the Community Outreach, Nutrition and Grants team members to support programs such as the Backpack Program, Kids Café, Mobile Pantry, SNAP Outreach, Healthy School Market Program (HSMP) and Healthy Food Pantry Programs.

### **RESPONSIBILITIES:**

- Provide logistical support for Healthy School Market Program (HSMP) across Foodbank of Southeastern Virginia's (FSEVA) service area, including but not limited to scheduling HSMP with local schools, requesting volunteers, coordination of support activities such as Nutrition Education, SNAP Outreach, and other identified services.
- Provide administrative support for nutrition programs such as the Kids Café and Backpack programs.
- Support the Programs team in planning and executing FSEVA's Annual Hunger Summit.
- Organize and maintain program supplies and purchase materials, as authorized.
- Collect and review reports for partner agencies and sites, entering data, and ensuring reports are submitted in a timely manner via phone and email.

- Provide administrative support for board committees and advisory councils, including but not limited to communication with Committee and Council members through designated online board information portal and completing minutes or reports for Board meetings.
- Support FSEVA's Compliance Coordinator in administrative efforts related to USDA programs (TEFAP and CSFP).
- 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.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the FSEVA.
- Other duties as assigned direct supervisor, department head or Senior Management.

**WORK HOURS/SHIFT:**

- Monday-Friday; full-time, the position requires occasionally working nights and/or weekends

**EDUCATIONAL ACHIEVEMENT:**

- Minimum: High School Diploma required.
- Preferred: Associates or specialized certification in office business administration.

**WORK EXPERIENCE:**

- Minimum: 4 years of related Administrative Assistant experience
- Preferred: 6 years

**REQUIRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:**

- Ability to work within a team as well as independently.
- Excellent interpersonal, verbal, and written communication skills.
- Detail-oriented with the ability to manage multiple tasks on tight timelines.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Highly proficient in MS Office (Word, Excel, PowerPoint).
- Experience with project management and program monitoring techniques and PMP software.
- 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.
- Valid Driver's License

**PREFERRED SKILLS, ABILITIES & CERTIFICATIONS/LICENSES:**

- PMP Certification

**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 20 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 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.

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*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](mailto:orfrecruiting@foodbankonline.org) no later than August 23, 2019.**