



## Position Announcement

### **Executive Assistant**

Application Dates:

**November 24, 2021 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is filled.*

### **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 support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 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. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

### **Job Description:**

The Executive Assistant will report directly to the President and CEO and handle sensitive Foodbank information. This position will provide administrative support primarily to the President and CEO, Executive Leadership Team (Chief Impact Officer and Chief Operations Officer) and Board of Directors.

**Work Hours/Shift:** Monday-Friday; full-time; non-exempt; some weekend and evening work required.

### **Requirements:**

- Manage community partnerships to include donor research and stewardship, as well as all associated engagement activities for major food and fund drives.
- Assist with project management support for President and CEO, as well as Executive Leadership Team, by documenting key tasks, deliverables, timelines and assigned employees in online platform; track actual progress of projects according to planned/scheduled milestones and share updates with managers, as appropriate.
- Compile weekly, monthly, or quarter data reports for President and CEO, as well as Executive Leadership Team, as requested, to assist with decision-making.
- Coordinate donor cultivation and stewardship activities of the President and CEO and Executive Committee.
- Provide support for board of directors and standing committees, as assigned.
- Serve as a liaison to the board, as requested by the President and CEO.
- Track expenses, reconcile reports and submit payment requests for President and CEO and Executive Leadership Team, as necessary.
- Provide scheduling and logistical support for activities of the President and CEO and Executive Leadership Team.
- Coordinate out-of-town travel for President & CEO and Executive Leadership Team.
- Order and maintain supplies for President and CEO and Executive Leadership Team.
- Coordinate administrative staff to improve organizational systems and processes.
- Provide training to administrative staff, as appropriate.
- 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.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

**Essential Education:**

- Minimum: High school diploma or general education degree (GED) with emphasis in administrative education or training.
- Preferred: Associate or Bachelor's degree.

**Work Experience:**

- Minimum: 7 years in demanding office administrative environment.
- Minimum 3 years' experience supporting executive management.
- Preferred: 5 years non-profit administrative experience.
- Preferred project management experience.
- Allowable substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education/experience at the organization's discretion.

**Required skills, Abilities & Certifications/Licenses or Registrations:**

- Proven ability to work in a professional team environment.
- Exceptional proficiency with Microsoft Suite (Word, Excel, PowerPoint)
- Above average proficiency with virtual meeting platforms (Zoom, Skype)
- Experience with business communication platforms (Microsoft Teams, SharePoint)
- Strong organizational skills are required — as well as excellent computer skills that include mail merge, database, and spreadsheet competence.
- Exceptional speed and quality keyboarding skills.
- Computer proficiency in word processing, spreadsheet, and database programs.
- 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.
- Current Driver's License and acceptable Motor Vehicle Record (MVR) results required.

**Preferred Skills, Abilities & Certifications/Licenses:**

- Certificate of Nonprofit Management (desired).
- Desktop publishing experience (desired).

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- The employee frequently is required to stand and or walk for extended periods of time.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

**Travel Requirements:** Occasional event travel may be required.

**Job Type:** Full-time.

**Pay:** Starting at \$20.97 per hour.

To Apply: Visit our website at <https://foodbankonline.org/about-us/careers/>.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*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.*