



Position Announcement

Administrative Specialist- Programs

Application Dates:

December 16, 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, Facebook, or Twitter.

Job Description:

The Administrative Specialist for Programs 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 position will report directly to the Director of Programs and partner with other administrative staff in the organization to ensure inter-organizational collaboration.

The Administrative Specialist position is responsible for collaborating with the Community Impact Outreach, Health Equity, and Grants team members to support programs such as the, Nourishing Our Neighbors/Healthy School Market Program (HSMP), Healthy Food Pantry Programs (HFPP) and Food Hubs.

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

Duties and Responsibilities:

- Provide logistical support for Nourishing Our Neighbors/Healthy School Market Program across Foodbank of Southeastern Virginia’s (FSEVA) service area, including but not limited to scheduling with local schools, requesting volunteers, coordination of support activities such as Nutrition Education and other identified services.
- Provide administrative support for Healthy Food Pantry Programs and all Health Equity initiatives.
- Support the Programs team in planning and executing FSEVA’s Annual Hunger Summit.
- Organize and maintain program supplies and purchase materials, as authorized.
- Assist the Regional Impact Coordinators with generating and analyzing L2F reports for any reason to provide data on individuals or households served within Programs to help guide decision-making on program changes or enhancements.
- Assist the Regional Impact Coordinators with accesses and analyzing the Foodbank’s mapping tool to help identify new program sites based on areas of high unemployment/low food access.
- 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.
- 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 Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Essential Education:

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

Work Experience:

- Minimum: 4 years of related administrative experience.
- Preferred: 6 years.

Required skills, Abilities & Certifications/Licenses or Registrations:

- Proven ability to work in a professional team environment as well as independently.
- Exceptional proficiency with Microsoft Suite (Word, Excel, PowerPoint).
- 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.
- Experience with project management and program monitoring techniques and PMP software.
- Excellent interpersonal, verbal, and written communication skills.
- Results-oriented with a friendly, collaborative approach and a team-oriented style.
- Valid Driver's License.

Preferred Skills, Abilities & Certifications/Licenses:

- PMP Certification.

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 20 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: Local and regional travel required. Infrequent overnight travel for training and conferences.

Job Type: Full-time.

Pay: Starting at \$15.31 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.

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.