



Executive Assistant

The Food Trust, founded in 1992, grew out of a desire to bring affordable, nutritious, fresh fruits and vegetables to people in the inner city. Now in its second decade, The Trust's mission has expanded to ensure that everyone has access to affordable, nutritious food.

The Food Trust is seeking an energetic and committed individual to support the growth and success of agency programs. The administrative assistant will provide general administrative/clerical support.

Hours: 40

Position Schedule: 9-5, shift may vary

Location: Center City, Philadelphia

Responsibilities include: must exercise professional judgment and confidentiality to complete the day-to-day tasks necessary to facilitate program operations. Responsibilities include, but are not limited to, directing and coordinating office services, and serving as administrative support to all departments.

Accounting

- Process checks for mailing
- Process incoming checks
- Make Bank deposits

Administrative

- Serve as assistant to Executive Director (screening of calls, maintaining of calendar, arrange travel schedule and reservations)
- Process incoming and outgoing mail
- Monitor program contracts
- Supervise maintenance and alterations of office areas and equipment
- Compose complex memos, reports and other documents

Board

- Arrange logistics for committee and Board meetings including but not limited to logistics, meals and special services.
- Prepare monthly reports and meeting materials
- Confirm meeting attendees

Development

- Maintain donor database
- Assist with planning/preparation for special events and fundraising activities
- Assist with the preparation of grant proposals

Additional Responsibilities

- Attend meetings as required

- Maintain staff meeting minutes and agendas
- Respond to public inquiries
- Other duties as assigned

Qualifications: Bachelor's Degree (Business Administration a plus), Proficient in Microsoft Office, 2-3 years experience in administrative capacity

Knowledge, Skills and Abilities: Excellent oral and written communication skills, Strong analytical, organizational and interpersonal skills, Ability to work independently and handle multiple tasks simultaneously with attention to detail and accuracy;, Team player and team builder, Thorough knowledge of business English, spelling, punctuation and proofreading

Ideal Candidate will be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and programs; excellent word processing and database skills; willingness to learn new technologies as needed. In addition have the following personal characteristics: unquestioned integrity; personal stature; a passion for excellence; a high energy level; excellent listening skills; a sense of humor; an open mind; a candid manner; and a commitment to The Trust's mission.

Salary: Competitive, based on education and experience.

Job Open Date: Immediately

To apply: E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-568-0882. Please reference "Executive Assistant" in the subject line. Please do not call.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability, or sexual orientation. People of color are encouraged to apply.