



Office Manager/Administrative 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. With a 2004 budget of \$3.4 million and 23 employees, The Food Trust is generally regarded as one of the leading organizations nationally with a focus on community food security and nutrition education. This dynamic, forward-thinking agency has grown at an average rate of 50% in each year of its existence.

The Food Trust is seeking an energetic and committed individual to support the growth and success of agency programs. The office manager/administrative assistant will provide general administrative/clerical support and help to maintain an efficient and productive office environment.

Hours: Full-time

Position Schedule: 9 - 5

Location: Center City, Philadelphia

Responsibilities, include: Arrange meetings; maintain calendars; open, organize, and distribute incoming and outgoing mail; set up and maintain hardcopy and computer office files, mailing lists, and databases; order, maintain, and organize office supply inventory and prepare purchasing requisitions; conduct on-line research; compose and/or type, proofread, format, and distribute correspondence, memos, reports, etc.; assist with mailings; data entry as needed and perform other duties as assigned.

Qualifications: High School diploma or equivalent required; a minimum of 3 years administrative/secretarial experience or an equivalent combination of education and experience.

Candidate must be detail-oriented, flexible, creative, and productive under pressure. Excellent word processing and database skills; proficient in MS Word, Access, Outlook, and Excel (PowerPoint highly desirable); willingness to learn new technologies as needed; strong math skills, ability to work independently and handle multiple tasks simultaneously with attention to detail and accuracy; excellent communication and organizational skills.

Salary: Competitive, based on education and experience.

To apply: E-mail your résumé and cover letter to contact@thefoodtrust.org or fax to 215-568-0882. Please reference "Office Manager/Administrative 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.