

Ozarks Food Harvest Job Description



Job Title: Community Engagement Administrative Assistant
Department: Development and Communication

Purpose

The Community Engagement Administrative Assistant will play an integral part in fostering community involvement through creative and administrative support of the team. Responsibilities include providing excellent customer service, database maintenance, various tasks related to fundraising events/campaigns and donor stewardship.

Essential Job Functions

- Provide excellent customer service and collaboration with Food Bank partners as the secondary contact for food and fund drives inquiries.
- Coordinate basic logistics of food and fund drives; process registration forms, generate internal documents, maintain delivery/pick up schedule and create thank you letters.
- Prepare and stage drive materials for hosts including creation of online fund drives. Maintain inventory and cleanliness of drive materials.
- Process donations which may include counting funds, tracking and reporting online fund drives, donation entry into database, generate thank you letters and maintain tracking spreadsheets.
- Donor database maintenance related to drives, events and campaigns; conduct frequent audits to ensure accuracy, monthly import of volunteer data and various database related tasks.
- Coordinate large mailings including donor outreach and stewardship.
- Assist Community Engagement Manager with tasks related to corporate and employee giving programs, prospect research and stewardship.
- Organize, inventory and maintain event supply closet and collateral material inventory including newsletters, annual report, letterhead and envelopes.
- Provide support before, during and after events including creation of event materials, event software data entry, assist with set up and tear down, event donation entry, thank you letters and tracking spreadsheets.
- Represent Ozarks Food Harvest at community events; position will include occasional evening, weekends and Thanksgiving morning (Turkey Trot).

Skills, Education & Experience

- Must have prior office experience, no exceptions.
- Must be detail-orientated with a strong sense of accuracy
- Must be self-driven and able to work independently with minimal supervision
- Proficient or advanced in MS Excel and Word. Experience with data entry.
- Familiarity with MS Publisher or Adobe Creative Suite, a plus
- Excellent verbal and written communication skills
- Experience and comfort with public speaking
- Highly organized with the ability to handle multiple priorities and fast paced deadlines
- Commitment to Ozarks Food Harvest's mission to *Transform Hunger into Hope*
- Maintain a level of professionalism, accuracy and confidentiality at all times
- Able to lift 40 pounds

To apply, please email a cover letter and resume to Jennifer Sickinger at jsickinger@ozarksfoodharvest.org. No phone calls, please. **PLEASE NOTE: Resumes without a cover letter will not be reviewed.**

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Job Description**

This job description does not list all the duties of the job and is not a contract for employment. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in the job description. Ozarks Food Harvest has the right to revise this job description at any time. Section 3 applicants are encouraged to apply.