

Executive Assistant

The Community FoodBank of New Jersey (CFBNJ) is a non-profit organization whose mission is to fight hunger and poverty in NJ by assisting those in need and seeking long-term solution. It distributes 50 million pounds of food a year to more than 1,000 non-profit programs, as well as more than 400 programs served by its Partner Distribution Organizations (PDOs). More than 4.7 million times a year, someone in need is fed by Community FoodBank of New Jersey's network of partner charities. A designated 501(c)(3) charitable organization, the Community FoodBank of New Jersey is a member of Feeding America, the nation's largest network of food banks, as well as a member of the New Jersey Federation of Food Banks.

The Community FoodBank of NJ is looking for an Executive Assistant to support the Vice President of our Southern Branch location. This role is located in the Egg Harbor Township, NJ office.

In this role, you will schedule and organize complex activities such as meetings, travel, conferences and department activities. In addition, you will create and develop visual presentations for the Vice President while serving as the primary point of contact for Advisory Board members, plan board meetings, and ensure timely documentation of board meetings and minutes in collaboration with the Advisory Board members and Vice President. You will also act as a liaison with other departments and outside agencies, including high-level staff such as vice presidents and directors and will handle confidential and non-routine information. While acting as project manager for special projects, you may: plan and coordinate multiple presentations; organize and distribute strategic plan documents and follow-up.

Qualified candidates will have at least three years in an executive administrative level position. Proficient computer skills, particularly with Microsoft Office, Word, Excel, and PowerPoint is required. Project management software experience is essential for success, along with a positive, can-do attitude, excellent communication and interpersonal skills, a high degree of self-motivation and the ability to work well on a team and learn new concepts quickly.

Qualified candidates should send a resume to hrdept@cfnj.org.