



### **Administrative Assistant**

The Community FoodBank of NJ is looking for an Administrative Assistant to support the scheduling and administrative needs of a grant funded nutrition education program for multiple sites. This role will report directly to the Director and is located in the Hillside, NJ office.

The ideal candidate will be someone who is highly organized and detail oriented, has a sophisticated writing style, can play a fundamental role in managing multiple projects, and has a passion for making a difference.

Responsibilities include, but are not limited to:

- Establish, maintain and update database system for the program. Retrieve information from files/database when needed. Provide regular reports to leadership
- Work closely with Finance department on program budget management and budget reconciliation
- Organize and prioritize large volumes of information and calls
- Respond to regularly occurring requests for information
- Answer phone for the program and take messages or field/answer all routine and non-routine questions; handle necessary communications internally and externally
- Act as a liaison with department personnel, other departments and outside agencies. Handle confidential and non-routine information and explains policies when necessary
- Manage the department scheduling and program-wide calendar
- Work independently and within a team on special nonrecurring and ongoing projects
- Act as project manager for special projects, at the request of the Director
- Additional duties as assigned

Qualified candidates will have at least three years in an administrative level position. Background in nutrition and/or education a plus. Candidates should possess superior judgment, confidentiality, professionalism, and poise. Technical aptitude (Microsoft Word, Excel and PowerPoint) 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. Must be able to perform a variety of administrative duties.