



Job Title: Administrative Assistant
Job Location: 1642 Calvary Industrial Drive, SW Gainesville, Ga. 30507
Immediate Supervisor: Executive Assistant / Executive Director
Employees Supervised: N/A
Status: Non-Exempt

Description:

The Administrative Assistant is the key support person for the Georgia Mountain Food Bank's administrative, organizational and day-to-day operations. The Administrative Assistant reports to the Staff Directors and the Board of Directors and is responsible for office management, administrative duties, volunteer and agency services, and other functions as needed. The Administrative Assistant coordinates the activities of the Georgia Mountain Food Bank and the Board of Directors including the scheduling and coordination of events, programs and activities.

Duties & Responsibilities:

- As a key point of contact with the public, the Administrative Assistant is responsible for accurately portraying GMFB's mission and programs and distributing GMFB material/information as requested
- Retrieves & processes all incoming and outgoing mail
- Assist Persons in Need by diverting them to an available food pantry or creating and distributing emergency food boxes and maintaining associated data
- Prepares and maintains spreadsheets of various data
- Updates CRM system of required information
- Receives and greets visitors and answers incoming phone calls
- Maintains general GMFB files; Orders and organizes supplies and manages GMFB storage, supplies, etc
- Assists the Staff Directors with preparations for all meetings, fundraising activities and events, trainings and receptions including monthly board meetings
- Works closely with Directors on projects as needed
- Maintains office and kitchen cleanliness and stocks supplies
- Other duties and projects as assigned

Skills, Education & Experience:

- Three years of administrative support experience and interest/experience working with non-profit organizations
- Excellent organizational skills and attention to detail, with the ability to learn quickly, and balance multiple tasks and projects
- Fluency in Microsoft Office programs; proficient in word processing and general office skills such as typing, filing and telephone etiquette
- Self starter who performs well under minimum supervision. Ability to work both independently and as part of a team
- Bilingual in Spanish is necessary.

Persons performing this job may work with individuals performing community service. The Georgia Mountain Food Bank does not tolerate harassment on any characteristic protected by law.

The Georgia Mountain Food Bank has a strict "No Weapons" policy and strictly enforces a no-violence policy in the workplace.

Work schedules may vary depending on the needs of the Georgia Mountain Food Bank and may require working weekends, holidays and evening hours.

The Georgia Mountain Food Bank reserves the right to revise this job description at will.

This job description in no way represents a contract of employment.

Employee Signature:

Date:
