

Position Title: Administrative Assistant

Hours & Schedule: 10-15 hours weekly, flexible within most hours between 10 am and 6 pm on Tuesday to Thursday and Monday staff meeting (12 to 1:30 pm)

Start Date: Earliest convenient

Salary Range: \$18/hour

Benefits: PTO

Status: Part-time hourly, temporary

Reports To: CEO; 1 month provisional employment period, followed by 5-month evaluation of continuation of position

Job Objective

MHC is a community food resource center that increases access to healthy foods for all people in need in ways that cultivate dignity, self-sufficiency, and community. The Administrative Assistant supports Mother Hubbard's Cupboard's programming by being the first contact for program volunteers, patrons, and program participants. We are currently seeking an Administrative Assistant to:

- increase responsiveness in communications, primarily with volunteers;
- support volunteer coordination, scheduling, and recognition; and
- support general program maintenance, reporting, and promotion.

Duties and Responsibilities

Administrative (75%)

1. Maintain regular communication with other staff members and community partners by email and phone
2. Serve as main contact for volunteers
3. Participate in weekly staff meetings and ongoing staff trainings
4. Participate in MHC fundraisers and special events as needed
5. Support pantry volunteer recruitment
6. Coordinate volunteer orientations
7. Coordinate volunteer scheduling for programs, events, and special projects
8. Lead communication to support coordination and attendance at educational workshops and programming
9. Maintain volunteer contact data and track volunteer hours
10. Work with Outreach Coordinator to support ongoing volunteer recognition, via social media, monthly e-newsletter, and annual volunteer appreciation party
11. Answer the phone as scheduling and time allow, and monitors general voicemail
12. Manage Tool Share inventory and support Tool Share program

Pantry Operations (up to 25%)

1. Serve as pantry shift lead for one shift each week
2. Provide additional staffing support as needed
3. Work with staff and volunteers in the implementation of short- and long-term plans, policies and programs
4. Meet with Operations Manager on a regular basis to coordinate volunteer needs
5. Assist with reporting and paperwork

Qualifications

- Identify with the vision, mission, and values of MHC
- Understand the value of relationship building
- Ability to engage with people of all ages and backgrounds
- Ability and self-motivation to work unsupervised
- Developed communication and interpersonal skills and an ability to continue growing with a collaborative team
- Ability to independently manage time and workload to meet deadlines
- Ability to lift at least 30 pounds
- Computer literacy; experience with Microsoft Office suite and Google Drive, Docs, Gmail
- Must provide proof of COVID-19 vaccination
- May have experience using MHC's pantry, garden, nutrition or Tool Share services

Mother Hubbard's Cupboard is a [values](#)-based organization. We try to move and make decisions in alignment with our organizational values to the best of our ability, within the many deeply flawed systems surrounding us. As a part of this, MHC is committed to recognizing the value of lived experience, and prioritizing the hiring of individuals who have experienced food insecurity, or have been impacted by racism, sexism, homophobia, or oppression in its many forms. People of color, working-class people, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply, as are candidates who might not have all of the listed job qualifications but think they could still be a good fit for the role.