



General Description

Greater Lansing Food Bank (GLFB) is seeking an individual to join our administrative team as **office coordinator & executive assistant**. The role is a pivotal position, serving as a frontline representative of the organization, as well as a key liaison among staff members and between the CEO and important external partners.

As a member of the administrative team, the office coordinator & executive assistant is responsible for the administrative and organizational management of all office operations. They will also provide administrative support for the day-to-day activities of the CEO, as well as ad hoc support for the administrative, event and program needs of the leadership team.

Additionally, the office coordinator & executive assistant serves as GLFB's receptionist, providing a friendly welcome to guests of the organization.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, will be exceedingly well organized and flexible, and will enjoy the administrative challenges of supporting a team of diverse people and programs. This individual must be able to function effectively in a variety of roles within a dynamic environment under minimum supervision. All responsibilities shall be consistent with GLFB's vision and mission.

Located in Bath, MI, this is a full-time, non-exempt position reporting to the director of administration and the CEO.

Position Details

Date: July 2022

Title: Office Coordinator & Executive Assistant

Classification: Non-Exempt

Reports to: Director of Administration and CEO

Location: Bath, MI

ESSENTIAL FUNCTIONS

Office Management (~50%)

- Supervise and coordinate all office operations and maintenance by managing day-to-day activities of in-house administrative, communication and office support systems including phones, IT, office supply and material orders. Streamline all processes for efficiencies where possible
- Serve as a liaison to outside administrative vendors and consultants (IT, Office Supplies, Printer/Copier, Janitorial Services, etc.)
- Clearly communicate organizational needs and areas of improvement to the Director of Administration
- Manage organizational communication, scheduling, and logistics for key internal events such as board meetings, staff meetings, and managers' meetings (including developing agendas and meeting materials, etc.). Order and retrieve catering as needed for meetings/events.
- Retrieve mail from post office boxes multiple times weekly and sort to the appropriate parties
- Manage the inventory of office/conference room/breakroom supplies, ordering additional supplies as needed and ensuring that costs are appropriately managed
- Become knowledgeable of postage meter machine to maintain, operate and assist all staff in its usage
- Assist director of finance and administration with check issuance process for vendors

Receptionist (~5%)

- Greet walk-in guests, visitors, donors, volunteers, etc. to the organization and field all inquires
- Answer and operate a multi-line phone system to address guest needs and/or forward calls as needed to appropriate staff
- Assist visitors making donations, deliveries, needing food assistance, etc.
- Work with the marketing and communications team to upkeep a daily welcome board to greet guests/volunteers/agencies
- Maintain a clean and organized reception area

Executive Support (~35%)

- Organize and coordinate the CEO's daily calendar—scheduling all appointments, coordinating logistics for speaking engagements and handling special event invitations on behalf of the CEO

- Write individualized correspondence and other documents as requested by the CEO
- Support the CEO as needed in preparing for speaking engagements or other internal or external meetings conducting research and other similar tasks
- Receive and triage incoming written communications to appropriate staff and facilitate response or action to be carried through by CEO as needed
- Manage organizational communication, scheduling and logistics for key internal events such as board meetings, staff meetings, and managers' meetings.(including developing agendas and meeting materials, etc.)
- Support the needs of the food bank programs and events as requested (Empty Bowls, Empty Plates, Food Mobiles, Food Drives etc.)
- Log and reconcile credit card transactions monthly for the CEO

Other (~10%)

- Provide event support and planning, including retreats, meetings, staff events. This includes logistical research and planning, day-of support, and vendor management.
- Support other functional areas and members of the organization's leadership team with special projects as needed. May include projects in HR, Marketing, Development, Finance or Programs.
- The list of essential functions is not exhaustive. Additional tasks may be required as necessary and duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS

- 3+ years of solid administrative experience in an office setting or equivalent education and experience
- Prior experience with non-profit organizations (preferred)
- Well-organized and self-directed, with the ability to manage time in an efficient manner, multi-task to meet deadlines and accomplish work in order or priority with attention to detail and accuracy.
- Demonstrated flexibility and ability to manage complex tasks while prioritizing competing demands in order to meet deadlines
- Outstanding customer service and organization skills with excellent attention to detail
- Ability to complete tasks independently with little supervision but knows when to ask for help
- Appropriate professional image; able to maintain composure and effectiveness under pressure and in changing conditions; able to accept feedback as it relates to job performance and responsibilities.
- Must possess good judgment and problem solving, with ability to identify, analyze, and resolve problems in a timely manner; ability to learn new duties; adjust to new situations within a reasonable amount of time.
- Excellent Interpersonal, oral, and written communication skills.
- Proficient user of Microsoft Office Suite (Outlook, Word, Publisher, PowerPoint, Excel); able to maneuver on the Internet to conduct research or obtain information
- Experience using office equipment, including: cellular telephone; copier, fax machine, scanner, laser printer, computer, projector, postage meter
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Compensation and Benefits:

GLFB offers a competitive compensation package, including paid medical/dental/vision insurance, 401k, vacation leave, sick leave, and paid holidays.

To Apply:

Please send cover letter, resume and salary requirements to Rebecca Kline, human resources manager, at rebecca@glfoodbank.org . For additional information, please visit www.glfoodbank.org. Position remains open until filled. EOE. No phone calls please.

About Greater Lansing Food Bank

Founded in 1981, Greater Lansing Food Bank is a highly visible non-profit organization that provides food assistance to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. Food is distributed through an extensive network of food pantries, shelters, community kitchens and mobile distributions throughout the seven-county service area. GLFB annually serves hundreds of thousands of people.

GLFB is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees unique.