



Administrative Assistant

About the Durango Food Bank

It is the Durango Food Bank's mission is to work in collaboration with our community to feed and empower our neighbors in need. Our success relies heavily on our wonderful and dedicated volunteers, as well as generous donations from community members and businesses.

The Durango Food Bank distributes food to nearly 12,000 La Plata County Residents struggling with food insecurity each year. It is our goal to provide adequate food resources to our neighbors, while also being purposeful in not creating dependence. Our programs provide reactive emergency assistance in times of hardship including those when an individual's or family's income level puts them above the food assistance qualifying threshold, where a contributing family member is temporarily unemployed or unexpected expenses such as medical emergencies arise.

Thank you for your interest in joining our team as we continue to work feeding our La Plata County neighbors in need.

Position Description

The Durango Food Bank is looking for a self-motivated, organized and driven Administrative Assistant who is dedicated to making a difference in La Plata County. This position is responsible for a wide range of administrative and support activities.

Approximately 18-24 hours per week. Flexibility on days and hours, no weekends. \$15/hour

Key Responsibilities

Tasks may include, but are not limited to:

- 🌻 Perform general clerical duties including, but not limited to, data entry, maintaining filing systems, recording donor contribution, handling requests for information, sending donation receipts, recording donations and assist with volunteer schedules.
- 🌻 Perform general receptionist duties such as answering, screening and transferring inbound phone calls, sending and replying to emails, etc.
- 🌻 Assist clients with scheduling appointments and coordinating Home Deliveries.
- 🌻 Assist with administration of USDA programs (including Senior Program and Commodities) and submitting required reports.
- 🌻 Provide support for special events including scheduling, organization, set-up, etc.

Qualifications & Key Competencies

- 🌻 Must be able to pass drug test & be willing to complete drug testing at random throughout employment.
- 🌻 Past experience as an Administrative Assistant or Office Manager preferred.
- 🌻 High School Diploma or equivalent required.
- 🌻 Working knowledge of office equipment including phones, printers, computers, fax machines & copiers.
- 🌻 Proficiency in Microsoft Word, Excel & PowerPoint.
- 🌻 Excellent time management skills and the ability to prioritize work. Must be deadline-driven and highly organized.
- 🌻 Attention to detail & ability to complete tasks with minimum supervision.
- 🌻 Must be able to maintain the highest level of confidentiality.
- 🌻 Must have advanced principles of phone and email etiquette.
- 🌻 Ability to work effectively with diverse groups of people.
- 🌻 Must be flexible, adaptable and able to stay calm under pressure.
- 🌻 Ability to display sound judgment and show a commitment to the mission and desired outcomes of the organization by contribution to a teamwork environment.

To Apply

Interested applicants should email in a single file, their resume, cover letter and three references (at least 2 professional) to durangofoodbank@durango.net. File name should include last name and first name initial. Position will remain open until filled.

Durango Food Bank is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.