

Rhode Island Community Food Bank

Job Description

Position Title: Part time Receptionist/Program Assistant
Reports To: Director of Community Kitchen
Status: Non-Exempt (Part-time)
25 hours/week



Our Mission: The Rhode Island Community Food Bank works to improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The main function of the Program Assistant is to assist with administrative coordination for the Community Kitchen program including the areas of recruitment, student development and tracking, alumni development and general program communication. This position also works reception each day. There is a 60%-40% split between Community Kitchen (60%) and Reception (40%) responsibilities.

Duties and Responsibilities:

1. Community Kitchen administrative responsibilities:
 - a. Working with the team to manage and input data into the student data base.
 - b. Assisting with the recruitment process administrative functions including processing applications, making appointments, collecting student data and managing files.
 - c. Program administrative duties including but not limited to, communication with prospective and current students, communicating and scheduling with OJT sites, assembling materials for new classes and graduations, processing employment bonuses.
2. Receptionist Duties including:
 - a. Answering all incoming calls and directing them to the appropriate Food Bank staff person.
 - b. Welcoming all visitors to the Food Bank and directing them to their proper destination.
 - c. Receiving, logging, and distributing all incoming packages to the appropriate Food Bank staff person.
 - d. Receiving and sorting all internal mail and notifying Food Bank departments when the mail is ready for pick-up.
 - e. Receiving faxes from the fax machine and distributing them through the internal mail system.
3. Other duties as assigned

Skills and Qualifications:

- An Associate’s degree and two years related work experience or the equivalent.
- Knowledge and experienced with switchboard operations.
- Effective problem solving skills in order to accurately access the needs of callers and visitors to the Food Bank.
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in an office setting using computers and phones extensively. The office is located in a warehouse and is subject to varying temperatures in all seasons. . On occasion may need to work outside of office hours and occasionally drive to sites in the community.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date