

## Rhode Island Community Food Bank

### Job Description

Position Title:	Ops and Programs Administrative Coordinator
Reports To:	Chief Operating Officer
Status:	Exempt (Hourly)
Grade:	6
Starting Between:	\$21.00-\$24.00 per hour
Work From Home:	Eligible up to 20% of time



**Our Mission:** 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.

**Diversity Statement:** The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

### Position Summary

The Coordinator reports to the COO is responsible for administrative and project support for the COO and the operations and programs teams. Coordinates team administrative systems including scheduling deliveries and meetings, the electronic file systems, food donation and food drive calls, agency grant management and other projects and communication as needed. Also supports the programs DEI activities.

### Duties and Responsibilities:

- 1. Project administrative support** – Provides administrative support for projects ranging from things like building renovations to implementing new tracking systems, community surveys, studies and assessments, and program reviews and pilots.
- 2. Electronic and hard copy filing systems** – Coordinates with all ops and programs teams keeping the electronic file system streamlined and up to date. Monitors the folder system and keeps outdated and duplicate information managed.
- 3. Ops and programs website content review coordination** – Coordinates the content review with all operations and program teams and coordinates communication with the development team regarding website and social media content.
- 4. Agency grants management** – works with management team to coordinate and track all agency support grants from RFP development to application to final reports from agencies.
- 5. Donation calls** – provides direct support to the donations manager taking all donation calls on site when the manager is not in the building.
- 6. Delivery scheduling** – takes all calls from logistics companies and scheduling incoming deliveries.
- 7. Support with team training, scheduling, and community partnership events and activities** – provides planning and logistics support and scheduling for events and activities, takes and distributes meeting minutes, helps coordinating deliverables and follow up.
- 8. Other duties as assigned.**

**Skills and Qualifications:**

- An associate’s degree and three years related work experience or the equivalent.
- 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.
- Effective problem-solving skills & the ability to assess issues & develop new strategies.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Experience in customer service & working with social services community organizations.
- Ability to make presentations and develop and deliver reports to a varied audience.
- 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 using computers and phones extensively (at least 75% of the work week). Occasionally walks through or works in the warehouse and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. On occasion, works outside of normal working hours and regularly drives to sites and events out in the community. There may be occasional travel to attend meetings and workshops.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date