



The Foodbank of Santa Barbara County is committed to being leaders in Community Leadership, by bringing members of our community into our organization and giving them significant responsibility and involvement in running programs, task forces and work groups. By doing so, we can scale our activities to a degree sufficient to end hunger and transform the health of the community through good nutrition.

JOB TITLE: **Administrative Assistant**
Reports to: Partner Services Manager
Status: Full-time, non-exempt
Location: Santa Maria, CA

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Administrative Assistant will perform general reception duties in the Santa Maria facility and provide administrative support to the Operations, Programs and Development team.

- Serves as Foodbank's point person and represents the organization in a professional manner, assisting callers, visitors, and Foodbank staff with inquiries and donations.
- Provides administrative support (process mail and incoming deliveries, data entry, copying and faxing documents, obtaining supplies for office and warehouse) and maintain front office appearance along with resources available to public.
- Provides support for Partner Services (North and South County) with agency invoicing, auditing agency USDA reports.
- Responsible for filing agency applications, including digital filings. Keeps track of agency due dates for site visits and food handling certification.
- Assist with quarterly reports coordination.
- As needed, support Mobile Food Pantry distributions and agency food distributions throughout the month.
- Assist in the creation and execution of training materials related to USDA guidelines.
- Assist Partner Services with storage of records, including digital filings. File hard copies of invoices and monthly reports.
- Maintains organizations documents in the record retention database and filing system.
- Other duties as assigned or delegated.

EDUCATION AND EXPERIENCE

- High School diploma or GED equivalent; 1 year experience in Customer Services; 1 year experience in a professional environment.

MINIMUM QUALIFICATIONS

- Proficient and effective in written and verbal communication skills and engaging with individuals on a one-on-one basis. Must act in dignified manner and respectful to those who visit and need the Foodbank services.
- Excellent interpersonal and communication skills.
- Ability to travel within Santa Barbara County required.
- Work with all departments effectively as a team player.
- Must be reliable and punctual.
- Ability to lift up to 40 lbs. unassisted.
- Ability to maintain confidentiality, self-starter, flexible and resourceful.
- Be able to manage multiple tasks with good time management.
- Exercises good judgment and problem-solving ability; strong writing and research skills.
- High standards for finished work product.
- Proficiency in Microsoft Office Suite (Word, Excel and Outlook).
- Bilingual (English/Spanish) preferred.
- California Driver's License and ability to drive a pick-up truck or van.
- Ability to pass a pre-employment background check, physical and drug screen.

The Foodbank of Santa Barbara County embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.