



### Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

### Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

### Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, and maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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## Job Title: Executive Assistant

**Department:** Executive

**Reports to:** CEO

**Status:** Full-time, Hourly, Non-Exempt

### JOB SUMMARY

The Executive Assistant is responsible for providing comprehensive support to the CEO. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### KEY RESPONSIBILITIES

- **Provide detailed calendar management for CEO.** Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- **Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities,** following up appropriately. Anticipate CEO's needs in advance of meetings, conferences, etc.
- **Complete a broad variety of administrative tasks** that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; running errands, collecting and preparing information for meetings with staff and outside parties; ensuring acknowledgment letters are signed and set in a timely manner, composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports.
- **Coordinate all CEO Team and leadership meetings** and assist with staff meetings and events as needed.
- **Provide "gateway" role,** providing a bridge for smooth communication between the CEO and staff, maintaining credibility, trust, and support with the Senior Leadership Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.

- **Provide administrative support to the Board of Directors.** Arrange and handle logistics for Board meetings and events: schedule meetings; assist in compiling and distributing presentation materials
- **Provide internal event and meeting coordination/management** support, including coffee runs, catering, set up, materials, etc
- **Manage aspects of organization's office services.** Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Purchase/replenish office and meeting materials such as snacks, paper, office supplies, etc.
- **Provide excellent hospitality** to all guests and help to create a welcoming environment.
- Support receptionist in answering main phone line and responding to inquiries, as needed.
- Other projects/duties as assigned for the overall benefit of the organization.

## QUALITIES

- **Agile.** You can adapt to evolving needs and priorities. You are able to juggle and prioritize a variety of needs across the organization
- **Collaborative.** You create meaningful and authentic relationships with colleagues. You collaborate and connect the dots across departments, rather than working in a silo.
- **Humility.** Open to receiving feedback, trying new ideas, and learning from others. Belief that no task is too small.
- **Compassionate.** You treat others with dignity and respect.
- **Solution-oriented.** You take initiative and solve problems in a growing, evolving environment. You can pivot between strategies and manage competing priorities.

## PREFERRED CANDIDATES WILL HAVE:

- Bachelor's degree preferred (not required) or equivalent combination of education and experience.
- 2+ years administrative support experience. In a non-profit setting is a plus.
- Ability to communicate clearly, effectively, and with cultural competence (speak, read, and write proficiently) in English is required, including in-person, over the phone, and by email.
- Proven track record of time management and ability to meet deadlines
- Ability to manage multiple assignments, set priorities and adapt to changing conditions
- Advanced computer proficiency, including use of a Microsoft operating system, the internet, and Microsoft Office365 suite (Outlook, Word, Excel, Teams, Sharepoint, OneDrive) and Google platform (Drive, Forms, Sheets)
- Ability and willingness to learn and navigate various software programs, processes, and systems
- Exceptional organizational skills, a strong attention to detail, and the ability to solve practical problems under time constraints and within established deadlines
- Valid NYS driver's license and ability to travel within the 10-county service area as needed

**We are actively seeking a diverse pool of candidates for this role.**

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## SALARY AND BENEFITS

This is a full time position paid on an hourly basis starting at \$20/Hour. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.*

*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*