

# Center on Food Equity Administrative Assistant

**Project Name:** The Worcester Center on Food Equity

**Hours:** 10 hours/week including weekly Coalition meetings - Remote

**Remuneration:** \$20/hr

## ORGANIZATIONAL OVERVIEW

The Worcester County Food Bank's mission is dedicated to *engaging, educating, and leading Worcester County, Massachusetts in creating a hunger-free community*. The Worcester County Food Bank has created the [Center for Food Equity](https://foodbank.org), which serves as an organizational umbrella for the Worcester Food Security Task Force, the Worcester food Policy Council, and the local Supplemental Nutrition Assistance Program (SNAP) Coalition. More information about the Worcester County Food Bank may be found at <https://foodbank.org>.

## POSITION SUMMARY

We are seeking an administrative assistant to support coordination, record keeping and communication for 3 connected community coalitions comprising the Center on Food Equity: the Worcester Food Policy Council, the Central MA SNAP Coalition and the City of Worcester Taskforce on Food Security. The position is funded through the Worcester County Food Bank

**Supervision:** Supervision will be provided by the Center on Food Equity Co-Chairs.

## QUALIFICATIONS

- Proven experience as an Administrator or relevant role
- Basic graphic design experience
- Experience with office management tools (MS Office software, Google Drive and Suite, Mailchimp, Canva)
- Website management skills and experience
- Virtual meeting management including experience with Zoom
- Excellent organizational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail

## DUTIES AND RESPONSIBILITIES

- Meeting administration including reminders, minute taking and follow up task management for 3 coalition meetings (Tuesdays 9-10am, 1st Thursday of every other month 10-11:30 am, and 3rd Thursday 10:30-12)
- Update flyers and public materials and prepare for public distribution
- Manage participant registration information as well as maintain Google Drive folders for all document management
- Manage participant evaluation surveys and communication
- Other duties as assigned

## **Contract**

This is a contracted position with an hourly rate of \$20/hour for an average of 10 hours a week. Invoices must be submitted monthly during the contract period

## **Applications**

Resumes should be emailed to [centralmassfoodequity@gmail.com](mailto:centralmassfoodequity@gmail.com) with "Admin Assistant" in the subject line by October 27, 2024 for first consideration. Applicants will be interviewed on a rolling basis and applications will remain open until filled