



Executive Assistant

Company Overview

The Laguna Food Pantry (“LFP”, “Pantry”) is a nonprofit organization that provides food-insecure families and individuals with free, fresh, and nutritious groceries. The Pantry operates through a contactless distribution style setting. No proof of need or appointments is required for shoppers receiving groceries. Our guiding values are Safety, Quality, Service, and Respect. Anyone working at the Pantry should represent our values. We are a community. We believe no one should go hungry.

Job Description

The Executive Assistant’s main objective is to manage the administrative duties associated with running a small nonprofit organization. The Executive Assistant keeps the mission and values, as well as the strategic goals front and center as they manage the administrative needs of the Laguna Food Pantry (LFP).

Primary Tasks

Primary tasks will include office management, purchasing, processing data and reports, timesheets, filing, and general organizational duties.

Scope

The Executive Assistant supports LFP’s operations in such a way to affect the development, growth, and ongoing accomplishment of LFP’s objectives and goals. The Executive Assistant serves as a community liaison, interfacing with shoppers, employees, volunteers, donors, and ensures high levels of service in all areas.

Job Responsibilities

- General office management, including the phone
- Working closely with the Executive Director (ED) providing administrative support to the operations, staff members, and volunteers.
- Enter, manage, and update new LFP families info in Food Bank Manager (FBM), pantry tracking software
- Enter and track volunteer hours in FBM
- Print and scan various documents for daily operations
- All required daily and monthly reporting
- Collect and distribute mail, documents, and receipts. Scan and manage in Dropbox
- Inventory and ordering of supplies
- Support Board members with required administrative tasks
- Take minutes of monthly Board meetings
- Responsible for coordinating with community food drives
- Interface with volunteers and vendors, as well as, donors delivering food donations
- Manage employee morale programs (birthdays, work anniversaries, etc.)
- Manage hard copy and digital shared filing systems

- Assist with new hire processing and onboarding
- Attend group meetings and training events as necessary
- Available to work on weekends to stage, implement and coordinate events as needed
- Administrative duties include submission of staff's bimonthly timesheets
- Willingness to learn new skills to increase the effectiveness in performing the job
- Perform miscellaneous duties as required
- Assure the Mission, Values Strategic Goals of the LFP are applied at all times including when making decisions

Requirements:

- High school diploma or GED
- Bachelor's degree in management or equivalent area of study (highly desired, but not required)
- One or two years of administrative experience
- Comfortable with various computer databases and Office Suite Software
- Multi-tasker
- Well organized
- Friendly and upbeat personality
- Team player
- Ability to work under pressure
- Problem-solving skills
- Conflict-resolution skills
- Excellent verbal and written skills

Reports to: Executive Director

Hours/Location

- Monday through Friday, from 7:45 to 12 p.m.
- Laguna Food Pantry is located at 20652 Laguna Canyon Road, Laguna Beach, CA 92651

To Apply/Contact Information

- To apply, please send a resume to info@lagunafoodpantry.org or call 949.497.7121
- For information on Laguna Food Pantry, please visit our website at www.lagunafoodpantry.org