

## **THE ORGANIZATION**

**Feeding Westchester** is looking for people with the passion, courage, and creativity to create meaningful change in the lives of others. As a member of the Feeding America network of food banks and Westchester County's leading hunger relief organization, we moved 19 million pounds of food to agencies and partners across Westchester County, including food pantries, soup kitchens, senior centers, and schools last fiscal year. We supplied over 16 million meals to children, families, and seniors, mobilized **3000 volunteers**, and raised over **\$12 million** in donations to help end hunger.

**Feeding Westchester's mission** is to nourish our neighbors in the fight against hunger. As the heart of a network of more than 200 partners, we source and distribute food, and other resources, to communities across Westchester. We envision a community where all people have access to the food they need today, and the fundamental resources to build a better tomorrow.

## **THE OPPORTUNITY**

Feeding Westchester has an exciting opportunity for a friendly, reliable, trustworthy and mission-driven professional Office Coordinator. The Office Coordinator serves as an ambassador to Feeding Westchester as the main point of contact supporting the highest level of customer service for clients, staff, and visitors. Responsibilities include but are not limited to handling incoming telephone calls, granting access to the building, supporting HR with projects as needed.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Answer incoming telephone calls, assist callers, take messages, provide information, make community referrals and direct calls to staff members.
- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Maintain a professional and personable demeanor in a non-judgmental way.
- Receive and sort daily mail/deliveries/couriers.
- Maintain and update appropriate calendars and schedules related to meetings and appointments.
- Maintain conference rooms' general appearance, staging for meetings and video/phone conference set-ups.
- Support HR with projects as needed
- Partner with HR to enforce office policies as necessary.
- Assist in the onboarding process for new hires.
- Provide a "help desk" and computer troubleshooting to staff including coordinating workstation set up, updating or adding new users, assists with new technology initiatives and with training staff.
- Provide accurate information regarding job application procedures to both callers and walk-in clients
- Assist with all office supply needs and maintenance of office vendor relationships.
- Place online food/catering orders and catering/meal set-up.
- Assist other departments with miscellaneous items.
- Assist with volunteer and intern assignments to provide a positive overall volunteer experience at the Food Bank.
- Perform other clerical duties such as filing, photocopying, collating, faxing etc.

## **POSITION REQUIREMENTS**

### **Required Education/Experience**

- Graduation from a standard senior high school or equivalent; College degree/relevant experience preferred.
- At least 1-2 years of administrative experience
- A demonstrated interest in social issues.
- Success in performing effectively in a fast-paced work environment.
- Ability to work well under stressful conditions.
- Demonstrated initiative to independently identify needs and flexibility to help where needed.

### **Required Knowledge/Skills**

- Excellent recordkeeping, writing, communications and interpersonal skills.
- Must be proficient in latest software and technology.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.

- Extremely organized detail oriented and able to keep accurate records and follow up.
- Pleasant, personable, patient and having a desire to be of assistance to those in need.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.

### **Physical Requirements**

- Ability to lift, carry, and set up a variety of promotional materials including electronics, materials in boxes, and table top screens (weighing up to 50 pounds).
- Ability to operate equipment such as pallet jack, metal cart, etc.
- Ability to pack, unpack and put away various materials.
- Prolonged standing, walking and bending in addition to sitting in front of a computer.
- Ability to access, research, read, review, enter and retrieve information from computer, hard copies and desktop publishing systems.
- Ability to give regular communications in person, writing, by email and by telephone.
- Ability to give speeches and presentations to groups.
- Ability to travel independently in the daytime and evening to regional and national destinations.
- Ability to access all work sites of the agency.
- Ability to work in below 0°F temperatures for short periods of time.

### **Working Conditions**

- Working inside the Feeding Westchester offices and a warehouse environment.
- Working outside in all weather conditions in all Westchester communities.
- Travel throughout Westchester County.
- Ability to work irregular or extended hours including some evenings and weekends.

### **ABOUT US**

**Feeding Westchester provides a competitive benefits package including paid time off, Medical/Dental/Vision coverages, 403(b) retirement plan with discretionary employer contribution, company-paid Life and LTD insurances, an Employee Assistance Program (EAP), and other ancillary benefits.** Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.

Feeding Westchester is committed to continually working to ensure we have an equitable and inclusive environment in place to support our diverse team. We strive to create professional growth paths for all who want them and a just culture that will support both internal collaboration and the work we do for our local community.

The purpose of this job description is to provide an overview of the scope of the position. This is not a comprehensive list of duties/responsibilities. Other duties and responsibilities may be assigned.

**SALARY RANGE: \$21-27 per hour**

**Are you ready to work on fighting hunger? If so, apply here:**

<https://recruiting.paylocity.com/recruiting/jobs/Apply/1206561/Feeding-Westchester/Office-Coordinator>