

Delta Fresh Foods Initiative

Job Description: Assistant to the Executive Director

Supervisor: Executive Director

Major Responsibilities:

1. Assist the Executive Director with administrative duties, including record keeping, data collection, reporting, secretarial and clerical services, word processing, communications, and scheduling.
2. Assist the Executive Director with program duties, including assistance with implementation of program activities, meetings, and social media utilization.

Qualifications:

1. Administrative skills, including word processing, record keeping, and communications.
2. Program skills including community outreach, public relations, scheduling, and capacity to be self-directed, flexible, and learn through experience.
3. Commitment to teamwork and building a caring community.
4. Capacity to work effectively and successfully with diverse populations and across the boundaries of race, income, age, religion, and political persuasion.
5. Valid driver's license and reliable mode of transportation.

Position: Part-Time, Contractual

Hours: Mutually agreeable times established with Executive Director – Day hours with some night and weekend responsibilities.

Rate: \$24.00/hour @ 20 hours/week @ 52 weeks - \$25,000.00 annually

Filing Deadline: Open search until position is filled. Interested applicants should apply as soon as possible.

Starting Date: Immediately upon hiring

Application Instructions: Send completed application and resume via email to:
Judy Belue, Executive Director jwbelue1@gmail.com



Delta Fresh Foods Initiative is an Equal Opportunity Employer