UCAN Employment Opportunity

Food Bank Program Assistant - Douglas County Food Bank

<table>
<thead>
<tr>
<th>Food Shares</th>
<th>Applications accepted until: Open Until Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted hours: 20 hours/week-52 wks/yr</td>
<td>Salary: $12.00-$14.60/hour</td>
</tr>
</tbody>
</table>

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-3 days for delivery and longer for out of state.

**THE POSITION:** The Food Bank Assistant provides an important administrative support role in marketing and agency relations for the Food Bank. This position will provide support to food bank programs, projects and staff.

**Essential Functions of the Job:** Assist with the development and distribution of program correspondence, brochures and newsletters. Research and collect statistics from Food Bank programs for inclusion in brochures, newsletters, grant applications and reports. Provide administrative support to maintain Agency Relations. Assist in record keeping, file maintenance, and assist in reports, as needed. Help with set up and planning for meetings/events. Assist in the accurately recording of all incoming financial donations in Giftworks donation software. Print and mail thank you letters. Assist with scheduling food drive delivery and pick-ups. Help maintain database of food drives. Generate and send acknowledgement letters for food drives. Engage in the following tasks and behaviors that represent excellent customer service to all Food Bank donors and stakeholders: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.

**MINIMUM QUALIFICATIONS:** Associate’s degree in business or other related subject and one year work related experience in marketing or customer service OR a satisfactory equivalent combination of education, experience and training. At time of appointment, must possess valid Oregon driver’s license. Following appointment must pass ServSafe certification.

In addition to the above, applications will receive further evaluation based on the following:

**Knowledge of:** Considerable knowledge of office work flow systems. Considerable knowledge of data entry procedures. Considerable knowledge of research techniques and procedures, including online research. Knowledge of multiple social media platforms.**

**Skill in:** Organization and multi-tasking; collecting data for program operations; composing correspondence; use of Microsoft Office Suite (word, excel, publisher, etc.).

**Ability to:** Communicate effectively in both oral and written forms; conduct research and establish and maintain records, reports and statistical data; prioritize workload and handle deadlines; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; maintain confidentiality; work as part of a team; courteously meet and deal effectively with other employees, other agencies, committees and the public. Must follow all safety rules and practices, and perform work in a safe manner.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require keyboarding, sitting, bending, lifting, reaching, walking, pulling, pushing, standing, carrying, and lifting up to 25 pounds. The job is typically performed under reasonably good working conditions, while exposure to dust, dirt, heat, cold, fumes and noise my occur, such exposure is generally not present to the extent of being disagreeable. Work requires continuous mental and/or visual attention and is performed in a safety conscious manner at all times.

**APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:**
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913  FAX 541-492-3921
Application on website:  www.ucancap.org

**EQUAL OPPORTUNITY EMPLOYER & PROVIDER**
UCAN – Creating solutions to poverty! Improving lives in our community!