



Position Description

Position Title:	Executive Assistant	Direct Reports:	None
Department:	Executive	Classification:	Non-Exempt
Location:	Kent County	Position Status:	Full Time
Reports To:	Chief Operating Officer and Director of Finance & IT	Approved Date:	
		Revision Date:	

Position Summary:

The Executive Assistant provides daily administrative support to executive leaders including managing schedules, assisting with preparations of internal communications and meeting preparation. Assists with special projects, tech, and human resources administrative support tasks.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving thousands of children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our chemical-free, sustainable farms. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farmland as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all,
- We **Advocate** for systems change by educating our community and legislators about our work, while supporting efforts that improve systems and empower families to break down the cycle of poverty and hunger.

Job Responsibilities:

1. Provides daily support to executive leaders including managing calendars, calls, travel requirements, meetings, emails, and regular mail. Establishes priorities and adjusts schedule as necessary.
2. Handles regular office support duties including lunch orders, running errands, printing materials and meeting preparation.
3. Composes written correspondence on behalf of executive leaders.
4. Coordinates content for weekly and monthly internal memos.

5. Provides tech support including acting as on-site support for tech supplies, printer management and conference room technology. Monitors support tickets with offsite IT provider to maintain awareness of trends or issues.
6. Assists with human resources administrative support tasks including scheduling onboarding meetings for new employees and maintaining organizational chart.
7. Supports Entrepreneurial Operating System (EOS) processes including quarterly and annual meetings. Maintains all business planning documents and reports.
8. Maintains high level of confidentiality in matters related to support of executive leaders.
9. Travel to regional locations as needed.
10. Other duties as assigned.

Supervision Received:

Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

1. Associate degree required. Bachelor's degree preferred.
2. Four (4) or more years of relevant experience.
3. Valid driver's license.

Other Knowledge, Skills & Abilities:

1. Proficient with Microsoft Office Suite
2. Ability to maintain confidentiality.
3. Ability to make decisions that fit both the situation and the people involved.
4. Strong organizational skills, excellent attention to detail, strong attention to follow through.
5. Possess project and time management skills.
6. Excellent written and verbal communication skills.
7. Ability to demonstrate agency in decision making and use sound judgement.
8. A sense of optimism and an assets-based way of viewing people and situations
9. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
10. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position					x
Move about work area			x		
Use hands/fingers to handle or feel					x
Reach with hands and arms		x			
Ascend/Descend (stairs/ladder/etc.)		x			
Bend, stoop, kneel, crouch, or crawl		x			
Communicate with various parties					x
Detect flavors or smells	x				
Ability to push, pull, and lift up to 30 pounds		x			
Visual acuity					x
Read and understand written word					x
Drive/Travel			x		
Operate computer and general office machines					x
Operate Machines:	x				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.		x			
Travel: Limited exposure to outside elements.			x		
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Benefits

Kids' Food Basket offers a competitive benefits package to full-time employees including medical, dental, vision, short-term disability, life/accidental death & dismemberment, flexible spending accounts, 401(k) plan with employer match, a generous PTO policy with 4 weeks in the first year of employment, paid holidays and more. Benefits eligibility begins on the first day of the month following the date of hire. 401(k) plan eligibility is after 6 months of employment.

Equal Employment Opportunities

Kids' Food Basket provides Equal Employment Opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristic. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

**If you are interested in applying for an open position, please send your cover letter, resume and compensation requirements to humanresources@kidsfoodbasket.org
Please NO PHONE CALLS or Drop-Ins.**