



Part-Time Administrative Support Staff

Imagine a place where your talent can make a meaningful difference in the lives of communities across West Virginia. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results.

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

What you'll do

This role provides office and administrative support to the food bank. You'll be working with teammates, donors, agencies, and a range of other supporters of the food bank. Regular activities will include answering phone calls, addressing visitors, assisting staff with mailings and other office and clerical duties.

Here are examples of what you'll be doing everyday:

- Entering data into our DonorPerfect database
- Greeting visitors and volunteers at the food bank.
- Directing phone calls to the appropriate staff member.
- Do your part to help us run smoothly and pitch in wherever you can to advance our mission.

And then there's you....

- Want to be the best. You thrive in a fast-paced environment with tight deadlines and are always thinking two steps ahead of everyone else.
- Detail oriented! There are a lot of details. You are the person that finds the typo no one else sees.
- A true believer. You want to change the world and help West Virginia! You are hopeful, helpful, and ready to keep your boots on the ground and eye on the prize.



Of course...

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

Starting salary is \$12/hr., moving to \$13/hr. after 3 months. The primary schedule for this position is Wednesday and Friday, plus up to one additional day in the week. Flexibility is preferred. Send resume and references to chad@mountaineerfoodbank.org by September 22, 2023.

Feel free to call or direct any questions about this opportunity to Chief Executive Officer, Chad Morrison at chad@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!