



Serving · Inspiring · Loving · Others

Job Description for SILO Administrative Assistant and Meal Coordinator

Job Description

Local non profit organization seeking assistance to Serve, Inspire and Love Others in our community. We are a growing grassroots organization with a family feel. Our friends (clients) consist primarily of people who are struggling in some area of their life. SILO comes alongside others and offers practical support.

We are a growth-minded organization looking for a creative problem solver who enjoys doing a variety of tasks in one day. SILO's organizational culture is supportive and fosters quick and creative problem solving to best meet the needs of our friends and the organization.

The primary function of the Administrative Assistant is to provide support to the Director of Organization and Development and coordinate a free monthly meal for the community. This person must balance multitasking, planning, prioritization, and acute attention to detail. The main duties will require skill sets in event and volunteer coordination, grant writing, and general office duties.

Hybrid remote and flexible schedules can be accommodated.

Essential Job Duties

General Office Administration

- Light bookkeeping duties including digitalization of receipts and invoices
- Bank, post office and other errands as needed
- Organize and maintain office space and supplies

Program Support

Growing Together Community Garden

- Manage supply inventory and purchasing
- Coordinate and promote educational gardening workshops

Growing with SILO

- Annually update, distribute and promote application forms in English and Spanish
- Track new and existing participants

Delivering Hope

- Regularly tally program results as needed for grants, reports and social media
- Coordinate independent food drives

Monthly Meals

- Coordinate free monthly community meals for approximately 350 people
- Attain needed paperwork for event including: licenses, reservations and insurance
- Promote event through mailed postcards and social media
- Plan and manage food and supply sourcing, orders and pick up
- Rally volunteers and ensure sufficient support for the meal
- Work with staff and volunteers to set up and clean up: cooking area, supply area, hand washing station, serving table, 50 eating tables and name tag table
- Ensure food is safely prepared and ready on time
- Manage contact information collected at meals

All programs

- Create, distribute and tally program surveys
- Gather program photos for grants and social media

Grants

- Research potential grants for SILO programs
- Maintain collection of narratives for each program
- Draft potential grants relevant to SILO programming

Fundraisers, Large and Small

- Work with Director of Organization and Development on all aspects of annual Snow Ball fundraiser including: theme, invitations, donor receipts, vendors, volunteer teams, and supply acquisition and management
- Join Development Committee to perform administrative tasks (take notes, mailings, research, documentation prep), as needed
- Manage small social media fundraising campaigns

Volunteers

- Help coordinate volunteer meetings and related food

- Facilitate a welcoming and informative environment for new volunteers so they are quickly oriented and find their place in SILO
- Maintain up to date volunteer list
- Engage new and existing volunteers, best utilizing their various strengths and skills to the benefit of the organization

Professional Development and Networking

- Attend relevant non profit training opportunities
- Participate in relevant network events, including those hosted by partner organizations, sponsors and key community leaders

Knowledge and Skills

A candidate for this position will be:

- Detail- oriented and organized with a high attention to accuracy
- Self motivated, hard working and reliable
- High work standard
- A personable and effective communicator
- Able to independently deliver tasks as assigned
- Willing and quick to learn
- Capable of delivering multiple tasks simultaneously
- Flexible to complete various tasks as needed
- Proficient in event planning and volunteer coordination
- Compassionate with multi-cultural competence
- Excellent computer skills with experience using: Microsoft Office, Google Workspace, Zoom and Teams
- Familiarity with Quickbooks is a plus
- Bilingual (English and Spanish) is a plus

Minimum Education Requirement

Bachelor's Degree or equivalent in experience

Supervisor

Director of Organization and Development

Physical Requirements

Able to sit and/or stand for long periods of time. Able to lift objects weighing up to 20 pounds.

Disclaimer

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

SILO does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, gender identity, disability and/or religion. Reasonable accommodations may be provided upon request.

Job Type: Full-time

Pay: \$30,000- \$35,000 per year

Benefits:

Paid time off

Schedule:

8 hour shift

Monday to Friday

One Saturday per month

Ability to commute/relocate:

Oxford, PA 19363: Reliably commute or planning to relocate before starting work

Experience:

Microsoft Office: 2 years (Preferred)

Administrative experience: 1 year