

Development & Communications Assistant

Job Description

Department: Development & Communications
Reports To: Events & Outreach Manager
Employment Type: Nonexempt

The Development & Communications Assistant is responsible for supporting the priorities and activities related to volunteerism, fundraising & development, and communications for the Food Bank of Northwest Indiana. The Development & Communications Assistant will work collaboratively with the Events and Outreach Manager, Volunteer Coordinator, Development Coordinator, Marketing & Communications Coordinator, and the VP of Development & Communications, as well as across departments to promote FBNWI mission, programs, services, and initiatives. This is a part-time position averaging 20 hours a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the department's general point of contact to streamline internal and external communication.
- Perform administrative duties and outreach work related to volunteerism and special events.
- Provide back-up to the Volunteer Coordinator by leading volunteers during packing and sorting shifts and distributions as assigned.
- Directly support fundraising events and campaigns by carrying out tasks related to ongoing t-shirt sales, distribution of event flyers, and completing pre/post event duties and errands.
- Assist with overseeing volunteer check-in and work at special events.
- Manage general organization email inbox.
- Assist with Volunteer Coordinator's phone and email communication.
- Maintain stocking of marketing materials in facility lobbies.
- Work with Volunteer Coordinator & Development Coordinator to attract, arrange & follow-up with company/corporate team and community group volunteering.
- Database entry and facilitating use of data between different platforms, exporting and importing based on project needs.
- Assist with department mailings.
- Perform other duties as assigned.
- Regional travel may be required.

QUALIFICATIONS

- Professional work experience.
- Proficiency in Windows based systems (Word, Excel, etc.)
- Good organizational skills with accuracy and attention to detail.
- Highly developed written and verbal skills.
- Valid Driver's License with clean record.
- Ability to lift 50 pounds.
- Ability to operate motorized and non-motorized material handling equipment in a safe manner.

COMPETENCIES/SKILLS

- Strong analytical thinking and problem-solving skills.
- Proven ability to successfully handle multiple projects and meet critical deadlines.
- Flexibility to attend evening and/or weekend meetings and/or events.
- Data entry experience.
- Works cooperatively and effectively with other FBNWI staff and volunteers.
- Provides excellent internal and external customer service.
- Ability to work independently and in a team environment.
- Represents FBNWI in a professional manner.