Job Title: Administrative Assistant

FLSA: 40 Hours per week, Non-Exempt, Hourly

Hourly range: $26.00 to $28.00 per hour

Supervisor: Chief Financial Officer (CFO)

Submit your application through the website below:

https://mamaskitchen.org/jobs/

Position Description: The Administrative Assistant provides day-to-day administrative and office operations support for Mama's Kitchen. This position helps ensure that the organization's administrative functions, office environment, supplies, records, meetings, and internal services operate efficiently and professionally.

The position serves as a key point of contact for staff, volunteers, visitors, vendors, and community partners and provides administrative support to the CFO and other members of the leadership team.

The ideal candidate is highly organized, resourceful, service-oriented, detail-oriented, and comfortable managing multiple priorities in a mission-driven nonprofit environment.

Essential Responsibilities:

Office Administration

- Manage day-to-day administrative operations of the Mama's Kitchen office.
- Maintain a welcoming, organized, and professional office environment.
- Serve as a primary point of contact for visitors, vendors, deliveries, and general office inquiries.
- Manage office supplies, postage, mail, shipping, printing, copying, and other administrative services.
- Monitor inventory and place orders within established budgets and purchasing procedures.
- Maintain administrative files, records, forms, and organizational documents.
- Coordinate office equipment, furniture, workspace needs, and routine office services.

Administrative Support

- Provide administrative support to the CFO and other members of the leadership team.
- Coordinate meetings, calendars, room reservations, agendas, and meeting materials.
- Prepare correspondence, reports, presentations, spreadsheets, and other documents.
- Assist with board and committee meeting logistics as requested.
- Handle confidential information with discretion.

Staff & Volunteer Support

- Coordinate administrative aspects of employee onboarding and offboarding, including workspace, keys/access, equipment, supplies, and related logistics.
- Support staff meetings, trainings, organizational events, and employee activities.
- Provide logistical support for volunteer meetings and activities.
- Coordinate internal administrative communications.

Vendor & Purchasing Coordination

- Coordinate routine office vendors and service providers.
- Obtain quotes and coordinate routine purchases in accordance with Mama's Kitchen policies.
- Review administrative invoices and submit appropriate documentation for payment.
- Work with the Finance team to ensure timely and accurate processing of administrative expenses.

Records, Safety & Compliance

- Maintain required workplace postings and administrative records.
- Assist with emergency preparedness and office safety procedures.
- Report maintenance, safety, security, or operational concerns to the appropriate staff member.
- Support compliance with organizational policies and applicable requirements.

Other Responsibilities

- Assist with special projects and organizational initiatives.
- Provide administrative backup to other departments as needed.
- Perform other duties as assigned by the CFO.

Required Skills:

- 3+ years of administrative, office management, or related experience.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Strong attention to detail and follow-through.
- Proficiency with Microsoft products.
- Ability to maintain confidentiality.
- Ability to work independently and collaboratively.

Preferred

- Nonprofit experience
- Experience supporting senior leadership
- Experience managing office operations

Core Competencies

- Organization and prioritization
- Customer service
- Communication
- Attention to detail
- Problem solving
- Initiative and resourcefulness
- Confidentiality
- Teamwork and collaboration

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- Commitment to the mission of Mama's Kitchen
- Be able to lift 25 pounds.

Background Check: All employees are required to go through a background check. The final consideration for employment depends on clearing of a background check.

Vision Statement:

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

Mission Statement:

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

Mama's Kitchen Core Values

Dignity and Respect: Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

Reliability: Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

Integrity: Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

Diversity: Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

Team Work: Mutual effort and unity are the ingredients that allow our mission to succeed.

Equal Opportunity

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.