



Food & Nutrition

Administrative Assistant – Neenah

Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Food & Nutrition Program needs people who want to make a difference in the lives of older adults!

Come join a caring team of professionals who love what they do!

The Administrative Assistant will provide office management for the Food & Nutrition Department and administrative support to the Food & Nutrition Director. This position will maintain program files and procedures and expedite special projects as directed.

Responsibilities Include:

- Be initial and central contact point for participants, staff, food providers, and community agencies regarding arrangements for congregate and home delivered meals
- Provide meal site and home delivered meal staff support to assist in emergencies and special situations
- Utilize computer for word processing, data management and spread sheet preparation for participant and statistical data. Provide daily office management for the Food & Nutrition Department
- Maintain program databases monitoring information to generate required reports and management information
- Maintain master files for the Food & Nutrition Department programs, insure timely submission of necessary reports
- Record and transcribe minutes for the Food & Nutrition Department related meetings as directed by the Food & Nutrition Director
- Conduct phone interviews with clients
- Perform other administrative duties as assigned
- Maintain an on-going positive working relationship with all Food & Nutrition Program Department staff

Job Requirements:

- High school diploma and one or more years post high school education related to administrative assistant
- Basic understanding of human services
- Must be organized, attentive to detail, ability to multi-task, good communication skills
- Drug screening, and fingerprinting for background check required

Position will start as soon as possible

Minimum hourly wage is \$15.27/hour. This full time position will have access to our full benefit package which includes: health, dental, vision, life, STD, vacation, sick and holiday pay, and Retirement/401k option.

Please submit resume with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email <hr@advocap.org>

Responses received by 1/21/21 will receive preference.

<http://www.advocap.org/>
AA/EOE