



JOB OPENING ANNOUNCEMENT

JOB TITLE: Board Assistant – Regular, part-time
DATE POSTED: 5/29/2017
DATE CLOSES: Until Filled
DEPARTMENT TEAM: Administration
HOURS: 17.5 hours per week; requires ability to work variable shifts including am/pm hours and evenings/weekends
STATUS: Part-time; non-exempt. PTO/Holiday Pay/EAP. Position is not health benefits eligible
STARTING WAGE: Level 5; \$17.62 - \$22.02 Entry Level DOE/DOQ

JOB SUMMARY:

Under the supervision of the General Manager, the Board Assistant provides comprehensive administrative support services to the Board, ensures smooth coordination and dissemination of both information between members of the board, and of board information to co-op staff and members.

Essential Functions/ Responsibilities:

The position requires attendance at monthly board meetings, all Board committees' meetings, and other board-specific meetings and board events, as assigned. Assists in agenda planning, and prepares/distributes monthly board packets to board members. Records and produces minutes from Board meetings, and other meetings as assigned. Distributes and posts Board minutes, notices and materials for the Board and co-op member/owners. Assists the Board in logistical planning and organizing of all Board meetings and events. Formats, prepares and maintains all Board-specific records, documents and archives. Coordinates with Board President on a regular basis, and follows-up with Board members regarding upcoming meetings, deadlines and projects. Coordinates Board communications and postings to member/owners with the Marketing Manager, Front End Manager and Store Manager. Coordinates with Information Technology Department on Board-specific technical issues and strategies, and administers/maintains the information on the Board's intranet/SharePoint site. Assists the GM with board related reports and tasks such as formatting, typing, and/or tracking the scheduling of scheduling of monitoring reports as assigned.

Minimum Requirements:

Education: Associate degree or equivalent training in a related field; Valid Food Worker Card issued in WA required within 2 weeks of hire. **Experience:** 3-5 years professional administrative support experience; Strong word processing skills, experience taking minutes and maintaining sensitive records; Highly developed writing, proofreading and editing skills; A high degree of professional objectivity, discretion and judgment; Advanced knowledge of Microsoft office (Word, Excel, Outlook, Power Point, and SharePoint). Knowledge of board processes and board administrative procedures strongly preferred. Co-op, natural foods or grocery industry experience preferred.

Qualifications (knowledge, skills, abilities):

- Requires a high degree of professional objectivity, discretion and judgment.

- Ability to prioritize, organize, delegate, and handle multiple tasks & projects with limited direct supervision.
- Attention to detail, ability to maintain accurate records, and good problem solving skills.
- Requires scheduling flexibility to work a variable work week, including evenings and weekends.
- Reliable attendance and punctuality essential.
- Typing skills: 50 wpm.
- Ability to maintain proprietary, financial and other sensitive information in a confidential manner.
- Ability to accurately document and retain the history and integrity of previous boards' policies, processes, decisions and actions and to ensure that records are established to ensure continuity when members rotate in/out of board roles.
- Ability to consistently demonstrate diplomacy, tact and sound conflict management skills.
- Ability to establish and maintain positive working relationships with diverse groups.
- Familiarity with WordPress (basic website editing) and Adobe Document Cloud (creating and editing PDFS from multiple file sources) preferred.

Physical Requirements:

- Ability to rapidly and accurately record notes during meetings.
- Ability to sit for long periods of time, up to 8 hours.
- Ability to operate office equipment such as computer, phone, copier, stapler, calculator, etc.
- Ability to frequently stand, walk, bend & reach.
- Ability to perform basic math.

Application Procedure: Use the fillable PDF application from our website – please carefully follow directions posted there (www.foodcoop.coop), OR, pick up an application at the Member Services Desk of the Co-op. Return completed application to the Member Services Desk at the Co-op, OR email to hr@foodcoop.coop, OR mail application to: The Food Co-op, Human Resources Department, 414 Kearney Street, Port Townsend, WA. 98368

Questions? Contact Human Resources: Julie Donah at 360-385-2831, ext. 301, or Cara Leckenby at ext. 314.