



Emergency Food Program Assistant

Department: Partner Relations in NOVA

Reports to: USDA Invoicing Coordinator

No. of Volunteers Needed: 1-2

Date requested: Immediately

Position Overview: The Capital Area Food Bank, founded in 1980, is the largest nonprofit food distribution and nutrition education resource in the Washington Metro area; servicing the community through direct service and its network of partner agencies.

The Emergency Food Assistance Program (TEFAP) Program Assistant will assist the USDA Invoicing Coordinator with data entry needs & will provide administrative assistance. The assistant will be responsible for filling reports, invoices and entering data in Food Bank systems i.e. (Raiser's Edge, Microsoft Access, Excel)

Basic Function: Assists Partner Relations Department with data entry and administrative projects as it relates to The Emergency Food Assistance Program (TEFAP).

Primary Duties:

- Key-in data from printed sources such as billing, invoice and delivery information into accounting and inventory management systems.
- Ensure completion of data entry assignment within prescribed timeframes
- Assist in the organization and upkeep of filing system
- Other duties as assigned

Minimum Requirements:

- At least 18 years of age
- This individual should be well organized and possess excellent verbal and written communication skills.
- Some experience with computers
- Some office experience

Hours:

- To be determined
- At least 2 hour minimum commitment during normal business hours between 9am-5pm

Position Location:

- Capital Area Food Bank, 6833 Hill Park Drive, Lorton, VA 22079

Impact of this volunteer opportunity: This opportunity will allow the Capital Area Food Bank to increase access to nutritious food resources benefiting the Northern VA area.

How to Sign Up:

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application.

Thank you for your interest in the Capital Area Food Bank!