

EXECUTIVE ASSISTANT



Position Title: Executive Assistant
Reports to: Executive Director
Status: Full time, non-exempt
Hours: Full-time (40 hours/week).

Salary Range: \$18.00 - \$22.00 per hour depending on experience and qualifications

Mission of the Imperial Valley Food Bank:

Fighting Hunger - Bringing Health and Hope to the Imperial Valley

Job Summary:

The Imperial Valley Food Bank is seeking a motivated and detail-oriented Executive & Communications Coordinator to support the Executive Director and advance our mission through fundraising, communications, and community engagement.

Duties and Responsibilities:

Executive Support & Coordination

- Manage scheduling, travel, and follow-up for the Executive Director
- Prepare agendas, meeting materials, and minutes
- Support communication and coordination with the Board of Directors

Fundraising, Communications & Marketing

- Assist with fundraising campaigns, donor outreach, and community engagement efforts
- Support planning and execution of events and campaigns
- Maintain and update donor CRM/database records
- Draft marketing and communication materials, including email campaigns and storytelling content
- Monitor and support social media accounts and basic analytics
- Assist with content creation (graphics, photos, video)
- Support direct mail campaigns

Community Engagement

- Represent the organization at community events as needed
- Occasionally travel within the county to support and document programs

Operations

- Manage multiple projects and meet deadlines in a fast-paced environment
- Adapt to evolving tools and systems (CRM, social media, design platforms)
- Occasionally work evenings or weekends for events

Qualifications & Skills:

- Organized, proactive, and able to anticipate needs
- Strong communication and interpersonal skills

- Builds positive relationships with diverse stakeholders
- Experience supporting executives or senior leadership preferred
- Maintains confidentiality and exercises sound judgment
- Strong time management and attention to detail
- Problem-solving, adaptable, and resourceful
- Team-oriented with cultural awareness of Imperial Valley communities
- Creative and innovative
- Class C Driver's License with a good driving record
- Bachelor's degree is preferred from an accredited college or university in Marketing, Public Relations, Design, Digital Arts, or related field
- Experience with Microsoft Office
- Utilizes design software (Adobe Suite, Canva, etc.)
- CRM database management experience preferred

Work Environment:

- Office-based environment with occasional local travel for events and outreach
- Fast-paced nonprofit setting with multiple priorities and deadlines
- Collaborative team environment with cross-department coordination
- Requires discretion and confidentiality when handling sensitive donor and organizational information
- Occasional evening and weekend work required for events
- Ability to lift up to 40lbs for event setup as needed

The above statements are intended to describe the general nature of work being performed by those assigned to this position. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel in the position. All personnel may be required to perform duties outside of their normal responsibilities, including flexibility in work hours and location.