



EXTERNAL JOB POSTING

Posting Date: November 30, 2020
External Application Closing Date: Until Filled

- Job Title:** Development Assistant
- Reports To:** Executive Director
- Hourly Median:** \$16.00
- Hours:** ***Temporary, Seasonal (now through January 8, 2021)***
Part-Time, 10-15 Hours Per Week, Non-Exempt
- Job Summary:** The Development Assistant is primarily responsible for supporting the Food Bank's Development Coordinator and development efforts.

PRIMARY DUTIES:

- Accurately record, process and acknowledge donations in a timely manner.
- Ensure records for donors are securely maintained including paper files and information kept in the donor database.
- Adhere to established donor and donation policies and procedures.
- Assist in managing incoming and outgoing mail.
- Other duties as assigned by the Development Coordinator and/or Executive Director.

QUALIFICATIONS

- High School Diploma plus six (6) months to one (1) year similar experience
- Interest in hunger issue or related social services
- Computer proficiency, including speed and accuracy
- Strong organization skills and an attention to detail
- Ability to work independently, exercising initiative and sound judgment
- Ability to work as a team with various staff members

Candidates interested in applying should submit letter of application and resume to: Executive Director, Second Harvest Northern Lakes Food Bank, 4503 Airpark Boulevard, Duluth, MN 55811 or info@northernlakesfoodbank.org.

Second Harvest Northern Lakes Food Bank is an Equal Opportunity Employer
Second Harvest Northern Lakes Food Bank is a Drug and Alcohol Free Workplace