

## SPECIAL SERVICE FOR GROUPS

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**Title:** Administrative Assistant

**Division:** APIFM

**FLSA:** Non-Exempt, 40 hrs/wk

**Supervisor:** Program Manager

**Pay Range or Rate:** \$21.63/hr

**Revised:** N/A

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### **Summary**

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing. Programming focuses on four main areas: (1) Healthy food access and education, (2) Active living and transportation, (3) Culture and community health, and (4) Environmental justice.

APIFM has established a regional food hub called Food Roots which connects local and sustainably grown Asian specialty produce to community institutions in L.A. while supporting Asian American farmers. Over the next 2 years, Food Roots will distribute thousands of pounds of fresh food to K-12 schools, health clinics, early childhood education centers, parks, and other CalFresh approved sites. Food Roots will leverage relationships with its existing local farmer network and build new partnerships with wholesale produce distributors, gleaners, and food recovery/rescue organizations to source fresh produce for distribution to assigned sites.

Under direct supervision from the APIFM Program Manager, the Administrative Assistant will be responsible for executing administrative tasks and conducting data entry, supporting program implementation and tracking process objectives, program deliverables, including data entry, file management, logistics and coordination of meetings and other program needs, and general program support. Fulfill fiscal management requirements, including tracking program expenses, preparation of monthly invoices, submission of associated back up documentation, and preparation for County, State, and federal audits.

### **Essential Functions**

#### **Administration (80%)**

- Create weekly receiving logs, order trackers, invoices, and produce lists.
- Coordinate logistics between produce suppliers and APIFM Food Roots distribution team.
- Communicate with Food Roots farmers weekly to verify produce availability and pricing.
- Assist Program Manager with tracking program expenses, processing reimbursements, preparing monthly invoices, submitting back up documentation, and preparing for program audits.
- Conduct data entry and track progress towards program objectives.
- Create infographics, fact sheets, and reports to highlight collected evaluation data and program impact.
- Attend regular meetings, webinars, conferences, and trainings with L.A. Department of Public Health (LAC-DPH).

#### **Programmatic (20%)**

- Assist the Food Roots program with distribution which includes:
  - Carry & lift produce boxes, coolers, containers (can weigh between 20-65 lbs).
  - Sort & repack produce.
  - Assist with produce distribution events at parks and CalFresh approved sites.
  - Safe handling of all produce/food items in accordance with all local, state, and federal food safety rules/regulations.
- Build and develop relationships with Food Roots clients, local farmers, wholesale produce distributors,

community members, and partner organizations.

- Work with the Program Manager to determine where additional support is needed.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- Must be able to work effectively independently as well as in a team.
- Must possess excellent written communication skills.
- Must have the ability to organize and manage multiple priorities.
- Must possess excellent budgeting, accounting, and bookkeeping skills.
- Must have excellent interpersonal and communication skills with the ability to work with a wide range of diverse groups and individuals including coworkers, interns, community members, volunteers, and staff from various agencies.
- At least 2 years of experience working in the public or nonprofit sector.
- Must have a valid class C driver's license, proof of insurance, and a reliable source of transportation.
- A Bachelor's degree with experience in public health, public administration, finance, business, or other associated disciplines.
- Verification of employment eligibility and background check required.

**Preferred:**

- At least 1 year of experience working with AANHPI communities.
- Ability to speak, read, and write in an Asian or Pacific Islander language spoken in LA County.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

- Proficiency in Microsoft office (MS Excel), G Suite (Google Sheets), Canva, and Adobe Suite preferred.
- ServSafe or equivalent basic food handler's certification is a plus.

**Supervisory Responsibilities**

None.

**Environmental Conditions (Working Conditions)**

- Exposed to high levels of vehicular traffic (cars, trucks, and buses)
- Exposed to weather conditions prevalent at the time,
- Exposed to high noise levels (street and traffic noise)
- Exposed to physically demanding situations (specifically the lifting of heavy produce boxes and coolers)
- Exposed to mentally demanding situations (including but not limited to: emergency situations, accidents, and stress)

**Physical Requirements**

Will typically spend time sitting, standing, walking, driving, carrying (max. 60lbs), listening, and speaking.

**Mental Requirements**

Must be able to handle any/all of the following: constant distractions, interruptions, emergency situations, accidents, and uncontrollable changes in priorities/work schedules. Must be able to process information, think, and analyze situations in short periods of time. Must be able to comprehend and follow instructions, maintain work pace appropriate to given workload, and relate to other people beyond giving and receiving instructions.

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I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

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Employee' Signature

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Date