



Food for People

The Food Bank for Humboldt County

PO Box 4922, Eureka, CA 95502

(707) 445-3166

www.foodforpeople.org

JOB POSTING – DEVELOPMENT & COMMUNICATIONS ASSISTANT

Food for People is seeking a motivated individual with excellent interpersonal, communication and written skills for the position of Development & Communications Assistant to provide support for our development and marketing efforts. This multi-faceted position includes assisting with events, newsletters, direct mail campaigns, social media, media outreach, and ongoing donor recruitment and stewardship. The person hired must have strong computer, and writing skills and a high level of comfort working collaboratively with diverse groups, including staff, board members, volunteers, donors, and other supporters. The level of personal satisfaction is tremendous if you are looking for part time work that will make a difference in the lives of the low-income people we serve. The position averages 20-25 hours per week, with a pay range of \$19/hour. Salary will be based on the successful applicant's combination of skills and experience specific to the position.

Please review the attached job description and qualifications. After reviewing, if you are interested in applying **applications must include:**

- Cover letter
- Résumé
- Completed Food for People application available on our website at <http://foodforpeople.org/jobs>
- At least three recent professional references and two personal references

Position will remain open until filled. Interviews will be scheduled with selected candidates.

Application packets can be submitted in one of the following ways:

- Email to crobbins@foodforpeople.org
- Mail to: Food for People—ATTN: Carly Robbins
PO Box 4922
Eureka, CA 95502
- Fax (707) 445-5946 Attn: Carly Robbins

Food for People is designated as the Food Bank for Humboldt County and we are considered one of Humboldt County's most prominent nonprofit organizations, providing hunger relief for more than 12,000 low income children, families, seniors, and others each month. Food for People currently operates a total of 18 countywide programs for individuals of all ages whose financial circumstances have left them without adequate resources to purchase food. A complete list of our programs is available on our web site at foodforpeople.org.

Thank you for your interest in working with Food for People!