



# ReFED

## Rethink Food Waste *Through Economics and Data*

### POSITION

Administrative Assistant

### LOCATION

Berkeley, CA

### STATUS

Full Time;  
Non-Exempt

### ORGANIZATION

ReFED

### ABOUT THE ORGANIZATION

ReFED is leading the movement to reduce food waste in the United States.

ReFED was formed in early 2015 to create a Roadmap to Reduce U.S. Food Waste, the first ever national economic study and action plan driven by a collaboration of over business, nonprofit, foundation, and government leaders committed to tackling U.S. food waste at scale. ReFED seeks to unlock new philanthropic and investment capital, along with technology, business and policy innovation, to achieve this goal, which will create tens of thousands of new jobs, recover billions of meals annually for the hungry, and reduce water use and greenhouse gas emissions.

ReFED is a fiscally sponsored project of the New Venture Fund (501c3). For more information, visit: [refed.com](http://refed.com).

### ABOUT THE POSITION

ReFED's Administrative Assistant will provide administrative and programmatic support to the Executive Director and organization as a whole at an important stage in the organization's growth. S/he will work closely with the Executive Director on a day-to-day basis in ReFED's Berkeley office, quickly learning the inner workings of a start-up organization.

The Administrative Assistant will have the unique opportunity to interact with a variety of corporate, nonprofit, and foundation partners, as well as policymakers, academics, investors, and entrepreneurs. This is an ideal position for a professional with previous experience supporting senior executives in a professional environment who has a passion for food waste and the intersection of business and sustainability.

### THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Bachelor's degree required
- 2+ years of experience in a professional office environment supporting a senior executive
- Impeccable professional written and verbal communications skills
- Comfort and ability to interact with a variety of stakeholders, including but not limited to staff, clients, business partners, donors, external vendors, and Steering Committee members
- Ability to handle sensitive and confidential information and situations with poise, tact and diplomacy
- Solid organizational, project management and critical thinking skills, with ability to multi-task and make changes quickly and efficiently
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment
- Willingness to "roll up the sleeves" and manage changing priorities
- High proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and Google applications
- Experience with Slack and Salesforce a plus

### RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

#### ADMINISTRATIVE SUPPORT

Complete a broad variety of administrative tasks for the Executive Director:

- Manage inbox, directing emails to staff, prioritizing conversations, and drafting responses
- Organize, prioritize and handle emails and phone

#### STAKEHOLDER COMMUNICATION & PROGRAM SUPPORT

Complete a broad variety of task related to effective communications and the development of meetings for the Executive Director, and occasionally the broader ReFED team or senior staff:

calls, process incoming mail and determine level of priority and follow-up

- Manage the to-do list and regularly support the completion of tasks
- Manage calendars and schedules, providing advanced information of key events, including details and facts ahead of time
- Maintain current contact lists by updating clients and contacts continuously
- Arrange for conference rooms and audio/visual requirements as necessary
- Schedule and manage travel and logistics for in-person and virtual meetings
- Prepare and submit expense reports

### SYSTEMS & OPERATIONS SUPPORT

Provide support for a range of systems to help ensure the ReFED organization is operating effectively and efficiently:

- Provide general office management support, including managing physical and digital records and coordinating with vendors as-needed
- Support the adoption and integration of operational systems across the team
- Proactively identify opportunities to increase the efficiency and effectiveness of processes
- Proactively monitor day-to-day activities to identify ways to boost productivity

### COMPENSATION & BENEFITS

Salary and benefits will be competitive and commensurate with similar positions in the sector.

- Collaborate and build relationships internally and externally, including communicating effectively with people at all levels of the organization
- Support meetings with internal and external stakeholders by taking notes, preparing meeting materials, and following up with participants
- Manage external contacts; proactively understand who they are and keeping track of periodic communication needed for primary contacts
- Effectively handle composing and preparing correspondence to key stakeholders with a high degree of professionalism, accuracy and confidentiality; including Steering Committee (Board of Directors) related activities and communications
- Assist the broader team in coordinating the agenda of team meetings and off-sites

### TO APPLY

Please e-mail [jobs@refed.com](mailto:jobs@refed.com) with a cover letter and resume, including compensation requirements, with the subject titled "Administrative Assistant".

This position is available immediately; ReFED will accept and review new applications until filled.

### NEW VENTURE FUND CAREERS

ReFED is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.