



# ReFED

**Rethink Food Waste**  
*Through Economics and Data*

## **POSITION**

Executive Assistant

## **LOCATION**

Berkeley, CA

## **STATUS**

Full Time;  
Non-Exempt

## **ORGANIZATION**

ReFED

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### **ABOUT THE ORGANIZATION**

ReFED is a multi-stakeholder nonprofit, powered by an influential network of the nation's leading business, nonprofit, foundation, and government leaders committed to reducing U.S. food waste. ReFED takes a data-driven approach to move the food system from acting on instinct to insights to solve our national food waste problem. Solutions already exist to cut food waste by 20% nationwide. ReFED has identified 27 of the best opportunities through the Roadmap to Reduce U.S. Food Waste, a first-of-its-kind economic analysis, making it easier for stakeholders across the food supply chain to meet the national 50% reduction goal by 2030.

For more information, visit: [refed.com](http://refed.com).

### **ABOUT THE POSITION**

ReFED is seeking an Executive Assistant who will provide exceptional support to the Executive Director and work closely with the Executive Director, Chief of Staff and other team members to advance ReFED's organizational capabilities and improve efficiencies across the operations team.

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

- Bachelor's degree required, advanced degree highly preferred.
- 7-10 years experience working in a fast-paced environment providing exceptional support to organization or company leadership, including but not limited to scheduling and planning.
- Demonstrated ability to provide executive-style communications and adapt to communications style of multiple types of stakeholders (e.g., food businesses, donors, Board members, team members, etc.).
- Impeccable follow through and ability to navigate within an organization to accomplish work.
- Demonstrated ability to effectively prioritize workflow.
- Extremely detail-oriented.
- Proficiency with google suite products (gmail, gcal, gdrive, etc.).
- High standards of ethics and confidentiality and ability to appropriately handle sensitive information.
- Ability to exercise sound judgement, show initiative and be proactive.
- High social intelligence and situational awareness.

## RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

### EXECUTIVE SUPPORT AND ADMINISTRATION

- Provide administrative support to the Executive Director, including booking travel arrangements, ensuring expense reimbursement for speaking engagements and preparing monthly expense reports.
- Work closely with the Executive Director and Chief of Staff to prepare for internal and external meetings.
- Develop and communicate meeting targets, objectives and agendas to meeting attendees.
- Solicit input from internal and external partners to inform the development of meeting targets, objectives and agendas.
- Develop and/or compile and disseminate meeting prep materials including pre-read and discussion materials in advance of meetings.
- Participate in meetings with the Executive Director.
- Take meeting notes and ensure proper maintenance of meeting notes to inform follow-up, next steps and future meetings with internal and external stakeholders.
- Deliver executive communications follow-ups to meetings, adhering to ReFED's standards.
- Support the operations team in managing the Executive Director's schedule, ensuring all meetings, travel and other engagements are fully prepared for in advance and all to-do items are executed in a timely fashion.
- Evaluate meeting requests based on the Executive Director's priorities to ensure highest and best use of time.
- Track and assess the use of the Executive Director's time to make recommendations and ensure it is used for the highest impact opportunities within the organization.

- Complete additional administrative tasks and errands as needed, including but not limited to note taking during meetings, ordering and picking up lunch for the Executive Director and others as appropriate.
- Receive and process incoming mail to determine and execute follow up and next steps as appropriate.
- Support in scheduling and coordinating logistics for Board meetings, committee meetings, team retreats and on-site meetings, including but not limited to arranging for conference rooms and audio/visual requirements as necessary.

### SUPPORT OPERATIONS PROJECTS

- Support special projects led by the operations team to increase organizational efficiencies and improve ways of working.

### SYSTEMS AND TOOLS

- Serve as a resource to staff, Board members and outside service providers to deliver training on and support adoption of ReFED's systems, tools, standard operating procedures and ways of working.
- Identify opportunities to improve organizational efficiencies and effectiveness and ways of working across the team through new and/or improved systems, tools and standard operating procedures.

### FINANCIAL ADMINISTRATION

- Assist team in managing contractual relationships by advising on time tracking practices and tools and expense documentation.

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## COMPENSATION & BENEFITS

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

## TO APPLY

Please visit [our application page](#).

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

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## ReFED CAREERS

ReFED 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. ReFED'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.