

## Volunteer Job Description

**Title:** Food \$ense Office/Program Assistant

**Reports to:** Food \$ense Program Coordinators

**Summary:** This position supports the Food \$ense Program Coordinators by performing duties essential for the efficient delivery of the program. Food \$ense delivers nutrition education to low income audiences across Whatcom County.

### Essential Duties:

- Prepare supplies for educators to take to classrooms
- Help with creating new teaching props and repairing old ones (can be done at home or senior center)
- Photocopying
- Inventories of equipment
- Assist with program paperwork
- Assist with the Food Sense library
- Help design and create newsletters

### Qualifications:

- Attention to detail
- Ability to climb stairs
- Ability to work in shared space
- Professional attitude
- Creativity
- Oral and written communication skills
- Comfort with using internet

**Time Commitment:** 4 hours week

**Designated Workspace:** in shared office

**Benefits:** Training, part of great team.