

Administrative Assistant - Food Pantry

The *United Way of Tri-County* is looking for an experienced individual to assist the Program Director with the daily details of a busy food pantry.

Responsibilities include but not limited to the coordination of volunteers, the ability to accurately input large amounts of data and filing. This position will require dealing with the public on a daily basis, both clients and volunteers. Other projects will be assigned as necessary. Must have the ability to multi-task in a fast-paced environment. Must be computer literate with experience using Microsoft office. Fluency in Spanish and Portuguese will be a definite advantage. This is a full-time position with competitive compensation.

About us

About United Way of Tri-County, Inc.

United Way of Tri-County is an independently-governed 501(c)3 nonprofit organization connected to a network of more than 1,300 local United Ways through United Way Worldwide. We have our own board of directors and focus on finding local solutions for the 34 communities we serve.

Our strategic approach to community problem solving concentrates on collaboration and results. We achieve results through providing direct United Way owned and operated services and the support of programming provided by our trusted community partners.

United Way advances the common good as MetroWest's largest community-based investor in Health, Education, Financial Stability and Basic Human Needs - the building blocks for a productive and happy life.

We believe that everyone deserves the opportunity to become a productive, self-sufficient member of society.

Last year alone we invested over 7 million dollars in programs and services that truly impact people's lives.

When we Live United, we can tackle the toughest problems and make every neighborhood in the MetroWest/495 Corridor, a place where people can realize their dreams.

We invite you to be part of the change.

*We are an Affirmative Action/Equal Opportunity Employer

For consideration, send resume that includes your telephone number and email address to: Joe.mina@uwotc.org