



3414 One Place  
P.O. Box 2097  
Jonesboro, AR 72402

(870) 932-3663 Ph  
(870) 933-6639 Fx

<b>Job Title:</b>	Development Assistant	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Development	<b>Travel Required:</b>	10%
<b>Level/Salary Range:</b>	\$15/hour	<b>Position Type:</b>	Part-Time (<25hr/wk)
<b>HR Contact:</b>	Stephanie Cole	<b>Date Posted:</b>	
<b>Hiring Manager:</b>	Rebecca Hendrix	<b>Posting Expires:</b>	

<b>External Posting URL:</b>	
<b>Internal Posting URL:</b>	

Job Description
<p><b>SUMMARY</b></p> <p>The part time Development Assistant is responsible for office work such as preparing donor letters, database maintenance, filing, file disposal, assisting with mailings for food bank programs, and serving as a backup receptionist.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>● Prepare donor mailings <ul style="list-style-type: none"> <li>○ Includes Direct Mail, Whitemail, New Donor &amp; Lapsed donor mailings</li> </ul> </li> <li>● Regularly monitor &amp; maintain the donor management system <ul style="list-style-type: none"> <li>○ Remove duplicates</li> <li>○ Update Addresses with NCOA each month</li> <li>○ Verify new donors &amp; lapsed donors</li> <li>○ Update credit card information as needed</li> </ul> </li> </ul> <p><b>OTHER DUTIES</b></p> <ul style="list-style-type: none"> <li>● Prepare Commodity Flyers for USDA Coordinator</li> <li>● Enter and maintain CSFP Survey data</li> <li>● Enter client intake forms for Service Insights weekly</li> <li>● Classify TEFAP Foods into H.E.R. guidelines &amp; enter into Primarius</li> <li>● Mail out client approval letters for various programs</li> </ul>



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- Maintain organized and accurate records on all assigned projects
- Clean staff breakroom weekly on the last day of work week
- Perform filing & file disposal duties as needed
- Perform other job-related duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to handle various projects and tasks simultaneously
- Excellent interpersonal and organizational skills
- Ability to work independently and as part of a team
- Proficient computer skills, including use of Microsoft Office (Word, Excel, PowerPoint)
- High School Diploma or GED equivalent
- Background check required

**PREFERRED SKILLS**

- 1-3 years of Administrative Assistant experience

Employee Acknowledgement Signature and Date

Reviewed By:	Rebecca Hendrix	Date/Time:	9/27/2022 1:07 pm
Approved By:	Christie Jordan	Date/Time:	09/29/2022 @ 11:13 am
Last Updated By:	Stephanie Cole	Date/Time:	09/27/2022 @ 1:45 pm