Administrative Assistant

Job Title:	Administrative Assistant	Start Date:	Negotiable, ideally by 2/1/26
Location:	Orange, NJ	Travel Required:	Local – Within Essex County, NJ
Rate:	$24.50 an hour	Position Type:	Full-time, non-exempt

Overview

Meeting Essential Needs with Dignity, Inc. (MEND) is a $2.8M hunger relief network supporting over 40 food pantries and community partners throughout Essex County, NJ. Committed to strengthening community health by increasing access to fresh and healthy food, MEND operates with core values of community, diversity, collaboration, and dignity.

Join our passionate team and contribute to a culture of dignity, community, and continuous learning and improvement. You will work with an enthusiastic group of people who take our mission - but not ourselves - seriously, and you'll be a vital part of MEND's mission to strengthen the health of our community by increasing access to fresh and healthy food.

Benefits include:

- Reimbursements for health care
- 401k retirement savings plan with organization matching
- Paid holidays and flexible paid time off

The Role

As the Administrative Assistant at MEND, you will be a vital part of our collaborative and dynamic organization. We're looking for an enthusiastic, organized, and detail-oriented individual who is self-motivated and passionate about growing MEND's mission and impact.

Responsibilities

Reporting to the Director of Operations, the Administrative Assistant will support needs across the organization. Key responsibilities include:

1. Data Entry, Record Keeping, and Book Keeping
    - Update/maintain spreadsheets tracking operations and program metrics
    - Complete and file required reports
    - Banking support, e.g., scanning checks and record-keeping
    - Code expenses and prepare bill payments (via Bill.com)
2. Team Support and Collaborative Communication
    - Respond to general inquiries from MEND's mail, web form, email, and phone number in a timely manner that extends our commitment to centering dignity.
    - Ensure smooth meeting execution, from scheduling to preparing AV needs in advance. Includes note-taking and preparing final draft minutes to share meeting highlights, next action steps, and assign action owners

3. Be an ambassador for volunteers and guests on-site at the Hub, working across MEND to be informed; support clear hand-offs and ownership of volunteer workstreams.
    - Keep the reception area tidy.
    - Ensure on-site Hub volunteers are welcomed, supported, and engaged.
    - Warmly greet donors dropping off food and essential goods.

4. Office Management and Facilities Assistance
    - Organize and maintain electronic and paper files
    - Order supplies and keep office records maintained and updated
    - With the Manager of Operations, schedule maintenance and facility needs for the Hub, and maintain updated information on facility requests through our project management tool, Asana.

Other duties as assigned.

Qualifications

We recognize that one's experience is gained through a wide and diverse range of personal, professional, and educational opportunities. When reviewing applications, we take a broad look at the combined experiences of each candidate. These are the skills and values we prioritize.

Required:

- Previous administrative or customer service experience
- Detail-oriented, with excellent organizational, time management, and multitasking skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace products
- Ability to prioritize assignments and work independently or collaboratively
- Ability to work across multiple teams by fostering open and respectful relationships with diverse stakeholders.
- A commitment to continuous learning and problem-solving initiative. It might look like identifying issues; investigating root causes; and suggesting solutions to test and learn.
- A belief that all people are entitled to easy access to fresh and healthy food, and a firm commitment to racial, social and food justice and sovereignty.

Preferred skills:

- Mastery in spreadsheets
- Familiarity with BILL, Quick Books, payroll systems, Asana, Sign Up Genius, and/or Canva
- Language proficiency in Spanish and/or Haitian Creole

Additional Notes

- This position is on-site during MEND's office hours, Monday through Friday, 8am to 4pm.
- After an initial period, and with manager coordination, remote work may be requested and approved as needed.
- With advance notice, occasional evening and weekend work will be required.

To Apply

Please send both a resumé and cover letter describing your relevant experience to HR@mendnj.org with the subject line: Administrative Assistant. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis, with priority consideration given to candidates who submit by January 7, 2026.

MEND is an equal opportunity employer and encourages candidates of all backgrounds to apply. We value diversity and inclusion in our workplace. Join us in meeting the essential needs of people in Essex County with dignity!