

The Center for Produce Safety

Center for Produce Safety (CPS) brings together leaders from industry, government, and the scientific and academic communities in a unique affiliation, all working toward the common goal of produce safety. CPS answers crucial produce-specific food safety questions, providing science-proven results that are ready to use in the real world through research. A 501(c)(3) tax-exempt nonprofit organization, CPS's funding comes from across the fresh produce supply chain and from grants from major specialty-crop producing states.

Position: Executive Assistant

Job Type: Full time, exempt employee position. Work authorization: United States (Required)

Essential Duties & Responsibilities• The successful candidate will directly assist the Executive Director with general business operations by providing various administrative support activities under only general supervision, using discretion and independent judgment.

- The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities in a demanding and dynamic environment requiring advanced skills and significant experience.
- Must work independently on projects and anticipate the needs of the Executive Director and recommend solutions, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Must be a proactive professional with solid critical thinking skills.
- Reports to and must complete a wide range of administrative tasks for the Executive Director in support of CPS operations.
- Works closely and effectively with the Executive Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Executive Director's ability to lead the company effectively.
- Creates, develops, modifies, and analyzes reports using business best practices. Distributes reports timely and accurately. Consolidates large amounts of data and information into an easy-to-read format. Prepares research contracts for review by the Executive Director.
- Attends management and committee meetings as requested. Records and prepares minutes in conformity with best practices. Prepares summaries for follow up and then follows through to completion
- Will work with the independent legal office to manage charitable registrations within the United States.
- Arrange and execute Audio Visual for business meetings.

- Performs other assignments as required.

Qualifications

- Bachelor degree or Associates degree – Business, Agriculture, Science
- EXPERIENCE: Previous work experience in a professional office preferred.
- Demonstrated ability to work within defined processes and structure
- Must be able to work independently and under little supervision
- Demonstrated proficiency with Microsoft Windows Office Suite (Word, Excel, Outlook, and • PowerPoint), Zoom, Teams, Adobe Acrobat, and other standard office equipment (telephone, printers, copier, etc.)
- PowerPoint – Able to create and edit presentations
- Able to analyze and interpret data
- Ability to effectively prioritize and handle multiple tasks regularly
- Ability to implement database program to manage contacts
- Able to learn how to update website
- Strong attention to detail
- Networking & ability to facilitate a “teamwork” approach
- Interpersonal Skills – Demonstrated strong oral and written communication skills. Able to work well with employees across all levels of the organization. Able to effectively present information and respond to questions from the Executive Director, the board of directors, donors, technical committee members, and scientists. Projects a courteous and professional manner at all times.

Additional Knowledge, Skills, Traits & Abilities

- Performs a variety of activities in support of functional areas such as finance, purchasing, office management
- Able to discreetly manage sensitive and confidential information, exercise strong initiative and sound judgment and demonstrate professionalism at all times
- Uses software for functional area, to compile and generate reports, statistics, timelines, tables, graphs, correspondence, and presentations.
- Support projects and processes. Including coordination of grant proposals and reviews.
- Conduct administrative tasks (meeting bookings, invoice and expense claim processing, travel booking, etc.)
- Support board and various committee meetings and projects (meeting minutes, PowerPoint presentations, etc.)
- Assists with the meeting coordination for large events (hotel bookings, catering, travel arrangements, preparation of event materials, etc.)

Eligibility Requirements:

- Interested candidates must submit a resume/CV and cover letter to be considered.
- Must be willing to submit to a background check; any offer of employment is conditioned upon the successful completion of a background check.
- Must have unrestricted work authorization to work in the United States.

Physical Requirements

- * Prolonged sitting throughout the workday with occasional mobility required.
- * Occasional bending, stooping and lifting up to 35 pounds throughout the workday.
- * Limited local and statewide travel by car or public conveyance.
- * Unusually long work hours may be required during certain times of the year.

Pay Rate

Please inquire

The Center for Produce Safety is an Equal Opportunity Employer and does not discriminate in recruitment, hiring, training, promotion or any other employment practices on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, transgender status, sex stereotype, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by local, state, or federal laws.

Apply

Atten: Bonnie Fernandez-Fenaroli, Executive Director, Center for Produce Safety
Send Resume to info@centerforproducesafety.org