



The Idaho Foodbank

Position Title: Gift & Mail Processing Assistant, 2014 - 2015
Classification: Non-Exempt, Hourly, Temporary, Up to 30 hours per week
Term: ASAP - Mid-January, 2015 (to be determined)
Reports to: Applications Support Supervisor
Location: Boise, ID
Posting Date: Wednesday July 23, 2014
Deadline: Wednesday, August 6, 2014 at 5:00 p.m. or until position is filled
Apply: www.idahofoodbank.org

JOB SUMMARY:

Responsible to assist with summer and seasonal donation mail and gift processing. Duties include mail processing, sorting, batching and filing of donation documentation and assisting with data entry providing additional assistance with folding, stuffing, and postage/mailing of thank you letters and correspondence. Other duties as assigned. Training and orientation provided.

SKILLS, EXPERIENCE & QUALIFICATIONS:

- Honesty and integrity values
- Ability to understand and maintain policies of confidentiality
- Proven track record of attention to detail, process, and accuracy
- Good organization and time management skills
- Ability to successfully manage multiple tasks and duties
- Problem solver
- Self-starter, ability to work independently
- Must be familiar with office systems
- Ability to interact with staff, volunteers, and the public of diverse backgrounds
- High School diploma or GED preferred

DUTIES AND RESPONSIBILITIES:

- Perform accurate data entry in donor database system
- Assist with sorting and opening of all mail
- Code donations and maintain an organized workflow with mail donation processes
- Sort and batch donations and other cash receipts
- Process, fold and stuff thank you letters to all donors within established time limits
- Assist with other office processes and procedures as needed including, but not limited to, typing, faxing, copying and scanning
- Other duties as assigned

WORKING CONDITIONS:

- This work is performed primarily in an office environment while sitting at a computer terminal for extended periods of time. May involve periodic lifting and carrying of items that may weigh up to 50 pounds.

The Idaho Foodbank is an Equal Opportunity Employer