

Administrative and Communications Assistant (Part-Time)

Cooking for the Crowd – Local Non-profit

The Role – Community Meals Chef/Catering Cook

Location: Dallas, TX (Hybrid)

Reports To: Program Director / Operations Manager

Employment Type: Full-Time (or Part-Time)

About Us

Cooking for the Crowd is a Dallas nonprofit that provides nourishing, affordable meals for local organizations serving marginalized communities. Our Mission is to: “take feeding off your plate so you can focus on your mission.” Our team is small but mighty — a mix of cooks, volunteers, and big-hearted helpers who believe community happens around good food. Learn more about us at cookingforthecrowd.org

The Role

We’re seeking an **Administrative and Communication Assistant** (15–20 hours per week) to keep our operations running smoothly and share the heart of our work with the community. You’ll balance behind-the-scenes organization with front-facing storytelling — helping us stay on track, stay visible, and stay connected.

This role is perfect for someone who wants to:

- Make a difference in our community
 - Be a part of a growing and dynamic mission driven non-profit organization
 - Work in a very flexible mostly remote role
 - Utilize their skillset in administration and communications
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Responsibilities

Administrative & Committee Support

- Schedule and prepare for meetings; take and circulate minutes and action items.
- Maintain organized digital files and shared Google Drive folders.
- Support the Founder and committees (Finance, Fundraising, Marketing) with follow-ups and simple reports.
- Prepare meeting pre-reads, agendas, and light slide decks.

Data, Finance & Systems

- Maintain donor, volunteer, and partner records in Salesforce and Mailchimp.
- Enter donations and expenses into QuickBooks.
- Regularly move donor contact info from PayPal, Venmo, and check deposits to the database and mailing list.
- Create or manage simple Google Forms/Sheets for program intake and reporting.

Communications & Social Media

- Draft and schedule posts for Instagram, Facebook, and LinkedIn.
- Capture or organize photos/videos from kitchen activity, volunteers, and partner events.
- Support monthly or quarterly newsletters through Mailchimp.

- Maintain brand consistency and storytelling voice in all digital channels.
- Track engagement and share monthly updates with the team.

Program & Kitchen Support

- Document kitchen supplies, forms, and inventory lists..
 - Support logistics for small tastings, events, or community partnerships.
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You're a Great Fit If You...

- Care deeply about community impact and food justice.
 - Are organized, self-motivated, and comfortable juggling both admin and creative tasks.
 - Communicate clearly and kindly — both in writing and in person.
 - Have basic experience (or are eager to learn) tools like Google Workspace, Mailchimp, Canva, QuickBooks, and Salesforce.
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Nice-to-Have Skills

- Photography or short-form video experience (Reels, TikTok).
 - Nonprofit or small business communications experience.
 - Light bookkeeping or data entry skills.
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Details

- **Hours:** 15–20 per week (flexible schedule)
 - **Location:** Mostly remote with occasional on-site work in East Dallas kitchen/meetings
 - **Compensation:** \$23–25/hour
 - **Equipment:** Must own a computer and phone to complete remote work and stay connected with the team
 - **Reports to:** Founder / Executive Committee
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How to Apply

Send a short email to CookingfortheCrowd@gmail.com telling us why this mission resonates with you — and attach your resume or LinkedIn profile. If you've helped a small team stay organized or created community-focused content, we'd love to see it!
