



**PEOPLE'S
FOOD CO-OP**
COMMUNITY-OWNED NATURAL FOODS GROCERY

216 N. FOURTH AVENUE
ANN ARBOR, MICHIGAN 48104
PHONE (734) 769-0095
PEOPLESFOOD.COOP

BOARD ASSISTANT needed!

People's Food Co-op is seeking a Board Administrative Assistant to coordinate a variety of administrative activities in order to ensure efficient PFC Board of Director processes.

BOARD ADMINISTRATIVE ASSISTANT

8 to 10 hours per month

QUALIFICATIONS INCLUDE:

- Commitment to PFC success
- Interest in PFC governance and Board-level work
- Demonstrated organizational skills
- Background in administration at an executive level
- Accurate attention to detail, meets deadlines, and manages workflow
- Ability to work collaboratively with all board members
- Some availability during business hours; available some evenings and occasionally weekends

Join the Co-op Community!