



OPEN TABLE

FRESH FOOD. HEALTHY COMMUNITY.

Open Table Seeks Operations Assistant

Open Table's mission is to provide healthy food, friendship and support to those in need while respecting their privacy and dignity. Open Table offers weekly community supper programs in Concord and Maynard and a food pantry in Maynard to more than 300 guests. Founded in 1989, we provide a welcoming community of support and assistance to families and individuals, including many seniors and children – open to all who come.

Open Table is currently seeking an energetic, well-organized individual to assist the executive director in the daily operations of Open Table. The ideal candidate will have the following characteristics:

- Experience working with a large volunteer base
- Proven ability to work independently
- Strong organizational skills
- Excellent verbal and written communication skills

This is a part-time, temporary position, with some evening availability required. Salary negotiable. Please send resume and questions to Jessica Kirkwood at jobs@opentable.org. Review of applications will continue until the position is filled.