



Eastern Illinois
FOODBANK

2405 North Shore Drive
Urbana, IL 61802-7221

Phone: 217-328-3663
Fax: 217-328-3670

www.eifoodbank.org

Job Title: Office Administrator

Status: Full Time Non-Exempt

Salary: \$20 per hour

Benefits:

Group Health Insurance: Premiums for Full Time Employees are covered at 100% by Eastern Illinois Foodbank. Employees are eligible for coverage the first of the month following 60 days of employment. (Part Time Employees are not eligible)

Group Dental Insurance: Premiums for Full Time Employee are covered at 100% by Eastern Illinois Foodbank. Employees are eligible for coverage the first of the month following 60 days of employment. (Part Time Employees are not eligible)

Group Vision Insurance: Premiums for Full Time Employee are covered at 100% by Eastern Illinois Foodbank. Employees are eligible for coverage the first of the month following 60 days of employment. (Part Time Employees are not eligible)

Group Life and AD&D Insurance: Premiums for Full Time and Part Time employees are covered 100% by Eastern Illinois Foodbank. Coverage starts on the first day of employment. Eligibility to participate is in accordance with the terms of the plan.

Retirement Plan

Simple IRA:

Eastern Illinois Foodbank offers a Simple IRA program that allows the employee to maintain an available retirement program. Eligibility to participate is in accordance with the terms of the plan. The Simple IRA plan currently provides for a Foodbank matching contribution of 3% of an employee's income.

PTO

Vacation
Sick Leave
Personal Leave

Holidays

Full-Time and Part-Time employees receive nine (9) paid holidays each year.