



OPEN HEARTS, OPEN HANDS

www.snowcap.org

Position: Clothing and Client Programs Lead-Bilingual

Job Description: A job you can feel good about and a place where you matter! Help people in need access free clothing and food assistance. SnowCap is looking for a reliable, hardworking and caring person to keep our clothing program running smoothly and make sure that folks in need have food on the table.

Who we are: SnowCap is a nonprofit organization that helps our neighbors in need with food, clothing and other basic necessities. With the help of hundreds of volunteers led by a small staff of caring people like you, we help thousands of people each month and treat each client, and each other with compassion, dignity and respect.

What it is like to work here: Ask our volunteers and the people we serve and they will tell you that our staff are some of the kindest, hardest working and most fun people around. We are in the business of helping people and that takes teamwork, reliability and compassion. Everything we do centers around the diverse community we serve by providing top-notch service in a supportive and fast-paced environment. Our collaborative environment and small team means that each person is treated like an individual. SnowCap values work-life balance and because of that, most of our employees have been with us over 10 years.

A day in the life of a Clothing and Client Programs Lead: As one of the staff members responsible for routine, day-to-day operations, you will lead volunteers and assist families in need in our clothing and food pantry programs. This position is responsible for making sure clothing donations are sorted and ready for clients to shop, making appointments, supporting intake and pantry operations to keep the program running smoothly. With each interaction you will follow and implement SnowCap guidelines with a focus on equity, professionalism and good judgement. You will work at both of our program sites depending on coverage needs.

Salary: \$20 hr, 40 hours per week plus excellent employer-paid benefit package

Schedule (on-site, non-remote):

Monday-Friday 8:30am-4:30pm with occasional Saturday or evening shifts

Benefits:

- Excellent 100% employer paid health and dental coverage with no deductible

- Employer paid retirement contribution of 5% after 6 months of employment (you may contribute more if you would like)
- Paid Leave-
 - 11 days vacation in the first year, increases by length of employment up to 26 days annually
 - 12 paid holidays per year
 - 12 sick days per year
- Employer paid life insurance

Are you the person we are looking for? Here are some of the qualities that we are looking for in a good match for this position:

- Bilingual in English and one of these languages: Russian, Spanish or Mandarin
- Experience working with the public
- Caring, professional and flexible attitude
- Self-starter who can work with minimal supervision after training
- Enjoy working with people of all ages and backgrounds
- Good communication and prioritization skills
- Knowledge of basic computer programs and aptitude for working with new software
- Able to work with frequent interruptions

Mandatory Requirements:

- Excellent reliability and attendance
- Bilingual
- Valid drivers license with good driving record
- Reliable transportation
- Ability to use or willingness to learn to operate a manual pallet jack

Physical Requirements: Lift 30-40lbs regularly, bend, push-pull. Ability to stand or sit for most or all of shift as needed.

Other Details:

- All staff and volunteers are vaccinated for Covid-19 in order to keep the vulnerable community members we serve and each other safe. Willingness to follow Covid safety measures is vital for everyone on our team.
- Pre-employment criminal background check required prior to starting work.

To Apply: Please email snowcap.application@gmail.com with your experience and interest in serving people in need. Attach resume to email (2 pages maximum). **No phone calls please.**

We are an Equal Opportunity Employer- Women, people of color, immigrants, LBGTQ+ folks, and those with lived experience of hunger, are strongly encouraged to apply!