

Position: Client Services Program Coordinator

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!

Do you love helping others, working with people of all ages and backgrounds and having fun at work? Direct human service nonprofit organization located in Rockwood seeks professional, highly reliable, flexible, and friendly person to join our small team.

This on-site position will support several aspects of daily operations serving our diverse community. This is a fast-paced and rewarding job with a lot of variety. You will be a valued member of our dynamic and positive team to help people in need.

Work areas include:

- **Client Services-** An active role conducting and supporting client intake, providing direct service, leading and assisting volunteers in daily operations of:
 - **Program support-** client intake and interaction, data entry, setting appointments, answering emails, texts, calls and inquiries, offsite food delivery coordination, partner agency communication, holiday programs, client events and other support.
 - **Food pantry-** Assisting volunteers with shelf stocking and other pantry work-
 - **Clothing program-** sorting donations, serving clients and working with volunteers (at a separate Gresham location)-

Salary: \$19 hr, 40 hours per week plus excellent employer-paid benefit package

Schedule (on-site, non-remote):

Monday- 12:30pm-8:30pm

Tuesday-Friday 8:30am-4:30pm

** Occasional shift adjustments for pre-scheduled special events held evenings/Saturdays (3- 5 per year).

Benefits:

- Excellent 100% employer paid health and dental coverage with no deductible
- Paid Leave-
 - 11 days vacation in the first year, increases by length of employment
 - 12 paid holidays per year
 - 12 sick days per year
- Employer paid retirement contribution of 5% after 6 months of employment (you may contribute more if you would like)
- Employer paid life insurance

Desired Qualifications- *You are more than just your qualifications on paper and encourage you to apply even if your experience isn't a perfect match to the list below. We are looking for the right person and don't want to miss out on considering you!*

- 2 years experience (or equivalent knowledge) working with the public in a customer service, office support, social service or other role where you have interacted with the community.
- Knowledge of or willingness to learn MS Word, Excel, databases and other programs.
- Comfortable working with minimal supervision after training.
- Willingness to work in a variety of areas to gain new skills in a supportive and safe environment.
- Bilingual skills highly desired.

Mandatory Requirements:

- Valid drivers license with good driving record
- Reliable transportation

Physical Requirements: Lift 20-30lbs 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 introduction and highlight your experience and interest in serving people in need. Attach resume to email (2 pages maximum please).

Email: snowcap.application@gmail.com

No phone calls please