



Program Assistant Job Announcement

Summary: Kids Aid is a Mesa County-based organization dedicated to providing for the hunger needs of children, with a primary focus on supplying emergency food to kids that struggle with food insecurity. We are seeking a part-time Program Assistant to contribute to the success of our programs and the well-being of our community. This position serves as support staff for The Backpack Program Executive Director. Job duties include but not limited to the following; coordination of food distribution and inventory, warehouse operations, volunteer scheduling, management, and responses to community inquiries. Additionally, the position will offer administrative support for other organizational functions, such as data tracking, evaluation, fundraising, event planning, social media, grant tracking, clerical needs or others as assigned. Non-exempt; some evenings and weekends required

Reports to: Executive Director

Hours: 20-25/week

General responsibilities:

Below is an overview of job categories and duties.

- **Office administration**
 - Provides general clerical support, including answering phones, greeting guests, responding to emails, organizing and ordering supplies, mail preparation and processing, and filing; maintains customer relationship management (CRM) database; tracks data for program evaluation and grant requirements; processes donations; creates presentations; provides troubleshooting assistance for technological issues; updates website information; and posts to social media.
- **Volunteer coordination**
 - Recruits, schedules, communicates with, tracks hours and trains volunteers.
- **Warehouse management**
 - Tracks and organizes inventory; drives and maintains forklift (training provided); Keeps warehouse clean and orderly, including trash removal, bathrooms maintenance, and preparation of assembly workstations.
 - *Important: Some physical labor is required. Applicants **must** be able to lift up to 50 lbs.*
 - Assists with food donations, bag packing, and deliveries.
- **Special projects assistance**
 - Completes additional tasks related to events, new or partner programs, and other duties as assigned by the Executive Director.

Ideal candidates: share our passion for feeding hungry kids; treat others with respect and consideration regardless of status, position or situation; communicate clearly and compassionately; adapt quickly to dynamic environments and under pressure, including changes in priorities, delays or unexpected events; demonstrate a high-level of organization and attention to detail; model strong work ethic, integrity and transparency; seek solutions and default to optimism; motivate themselves and are committed to task completion; love being with and part of a team; have excellent written and verbal skills; consider humor essential and appreciate a good pun.

To apply: Email your letter of interest and resume to lindsay@kidsaidcolorado.org. No phone calls, please. Position open until filled. EOE