



Job Title: Program Support Assistant
Department: Programs
Reports to: Senior Manager of Program
Status: Non-exempt, Part-time, 8 - 10 hours/week
Some evening and weekend hours will be required.
Benefits/Salary: \$18 - 20 per hour, PTO, paid Holidays.

About EBC:

For over 30 years, EBC-Eastside Baby Corner has been helping kids reach their full potential tomorrow by meeting basic needs today. EBC works to reduce community, income and society inequities and increase well-being for children by providing essential items needed for safe, healthy, physical, cognitive and emotional development.

Job Summary:

The position requires a dedicated, high energy, self-motivated individual with strong interpersonal skills and community-centric focus working within the Programs Team. The position will work with volunteers, helping with weekly distribution of goods to families, and inventory supplies. Excellent communication skills, the ability to adapt quickly in our lively environment, and a sense of humor are required. Hours may vary and may include daytime, evening and/or weekend hours.

This document is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities and skills required of the position.

Job Responsibilities:

Major Areas of Responsibilities
<ul style="list-style-type: none">• Volunteer Management: The Program Support Assistant will assist the Senior Manager of Programs by supervising volunteers shifts, and receive donations from the community at the Kent mini-Hub.• Distribution: Working with Senior Manager of Programs, Program Support Assistant will assist providers with weekly distribution, checking that all orders are filled every week.• Program Team Meeting: The Program Support Assistant will be participating in a weekly Programs team meeting.• Other Duties as Assigned: This is a general category of special job duties or assignments.

Working Conditions

(Describe working conditions that impact the job-including physical requirements or conditions)

While performing the duties of this job the employee is in a typical warehouse and office environment, is required to regularly walk, sit, talk or hear and stand. Occasional requirement to walk in inclement weather part of general duties. Frequent use of computers and related equipment is required. Frequent lifting up to 20 pounds and occasional lifting up to 40 pounds. Vision requirements include: close vision.

Qualifications/ Competencies

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the job.

- **Education/Experience** – High School Diploma and 2-3 years' work experience in general office/warehouse management, or an equivalent combination of education and experience. Experience in nonprofit or social service environment and volunteer management, is preferred.
- **Language Ability** – Ability to read, write, and speak English effectively with others. Ability to effectively present information and respond to questions from groups of managers, volunteers, and the general public.
- **Reasoning Ability** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer/Technical Skills** – Proficiency in MS Word, Excel, and Outlook required.
- **Other Competencies/Characteristics** – The ability to be flexible, highly organized with a strong orientation to detail/quality work is required. Must maintain a highly professional demeanor and level of confidentiality. Must have strong interpersonal skills with the ability to communicate effectively with others both internally and externally as well as work well with a variety of people and personalities. Superior attention to detail with strong follow-through. Ability to problem-solve and adapt quickly in our dynamic environment. Commitment to and enthusiasm for EBC's mission and values.
- Regular evening and weekend work required.