



Program and Logistics Assistant

Job Title: Program and Logistics Assistant

Status: Half-Time - Up to 20 hours per week

Supervisor: Program Director

Salary Range: Hourly - \$15 per hour

Description: With oversight and direction from the Program Director and Program Coordinator, is responsible for assisting in implementation of school programs, with a focus on logistical oversight of all Something to Eat (food packing) events.

Responsibilities:

- Provides support and meets regularly with the Program Director concerning program issues, efficiencies and outcomes.
- Assists in planning and implementation of all GA programs.
- Assists in training and mentoring of GA Interns, as needed.
- Maintain and organizes all Something to Eat inventory, supplies and box truck.
- Oversee the coin counting and fundraising.
- Attends and leads the following aspects of all Something to Eat events:
 - Plan logistics for each event and load box truck with needed supplies
 - Setup/ tear-down at all participating sites
 - Coordinate delivery/ pickup of all packaged meals
- Personally leads, at least, (2) two full 14-week Something to Eat programs
- Assist program team in setting up and tearing down of all GA presentations and assemblies, as needed.
- Assist in developing new relationships for potential partners and creating new ways to use S2E to reach church populations and local youth programs.

Requirements, Skills and Abilities:

- Commitment to supporting Generation Alive's Christian values and Code of Ethics; willingness to work in a setting that demonstrates these on a daily basis.
- Strong desire to work with and develop youth.

- Willingness to undergo a national background check and complete a sexual abuse training course.
- Ability to effectively create relationships in the community and develop strategic partnerships.
- Ability to lift up to 100 lbs. consistently and be on feet for sustained periods of time.
- Willingness to obtain your food handlers permit, unless already acquired..
- Able to represent Generation Alive in both secular and faith-based arenas.
- Highly motivated and committed to the mission of Generation Alive.
- Ability to establish relationships with leaders in the community, school staff and volunteers.
- Available Monday-Friday from 8am-4pm October - June. (Actual weekly hours may vary, but the position requires a schedule that can work during these times)
- Strong organizational skills.
- High level of energy, integrity, and a sense of humor.
- Experience driving a large box truck preferred. (winter driving will be required)
- A clean driving record preferred.
- Some experience in leadership development and youth mentorship, specifically high school and college aged youth.
- Computer experience; proficiency in Microsoft Office, specifically Excel.
- Demonstrated strong verbal and written communication skills.

If interested please send the following information to Darrin@generationalive.org

- 1) Cover Letter
- 2) Resume
- 3) Three Professional References