

De Pere Christian Outreach Operations Assistant

Job Type

Part Time Hourly, 10-15 hours per week, Weekdays and some Saturdays

Summary

The De Pere Christian Outreach (DPCO) Operations Assistant provides support to the Executive Director in all areas of DPCO. This role supports DPCO in its mission in "Caring for the Community through Christ's love and his compassion."

Reports to

DPCO Executive Director

Responsibilities

- Promote the mission, vision, and values of DPCO at all times.
- Support the operations of the Food Pantry including, but not limited to, volunteer coordination, communication, stock coordination, facilities coordination, relationship with Feeding America, safety, reports, and other day-to-day operations. Maintain PantrySoft client database with new clients and ongoing maintenance.
- Support volunteer relations by addressing queries, resolving issues, and facilitating effective communication.
- Provide event support and planning, including fundraising events, meetings, volunteer events. This includes logistical research and planning, day-of support, and invoice/billing management.
- Provide administrative support to the Executive Director.
- Maintain day-to-day office operations to uphold a well-organized and efficient work environment.
- Maintain and update office records, databases, and filing systems.
- All other duties as assigned.

Physical Demands

Be able to lift up to 30 pounds. Be able to carry items as needed.

Education/Experience

- Must have a high school diploma or equivalent. Associates or Bachelor's degree preferred.
- Strong computer literacy with MS Office Suite (Word, PowerPoint, Excel, etc.) and accurate data entry skills.
- Ability to be self-reliant and follow instructions.
- Effectively using organizational and planning skills, including, but not limited to, attention to detail and follow-through.
- Assessing and prioritizing multiple tasks, projects, and demands.

Competencies

- Interpersonal Skills & Collaboration

- Attention to detail
- Communication
- Organizational Skills
- Adaptability

Benefits

- Holidays per the Thrift Store holiday schedule
- Some flexibility in schedule