

Oak Chapel United Ministries (OCUM) is a ministry of Oak Chapel United Methodist Church. We are seeking someone bilingual with project manager skills and experience to effectively and efficiently manage the operation of a new food and resource Hub for Montgomery County, Maryland in the 20906 zip code area.

POSITION: Hub Operations Assistant (part-time, contractual)

SUPERVISOR: Hub Operations Manager

POSITION SUMMARY

Oak Chapel United Ministries, located in the Layhill/Aspen Hill area of Silver Spring, is in search of an operations assistant to handle responsible for performing administrative duties and delivering services to the community. This is a temporary position until June 30, 2022 with potential to be extended.

Possesses knowledge of office operations in a computerized environment, has excellent organizational skills, and is skilled in the use of office equipment and software required for office operations, including Microsoft Office Suite and Google Suite. Ability to operate heavy machinery (such as pallet jacks, truck lifts, etc.), as well as drive a van and a truck, lift upwards of 30 pounds.

Maintains a respectful, hospitable demeanor at all times on the job. Works in a friendly, flexible, and supportive manner with staff, volunteers, customers, and partners.

PREFERRED CRITERIA

Bilingual (Spanish) candidate due to the demographics of service area.

Applicant needs a driver's license and clean driving record.

Applicant needs own transportation. Able to drive a van and a truck.

HOURS AND COMPENSATION

Part-time, 25 hours/week

Salary: \$28,125

Start Date: July 1, 2021

End Date: June 30, 2022

Potential to be extended to a later date.

If interested in the position, please send a resume to Dr. Sherri Wood-Powe, Hub Executive Director, oakchapelpastor@gmail.com.

DUTIES AND RESPONSIBILITIES

- Provide service to the community with an understanding of the needs of the residents in the 20906 surrounding community.
- Execute service distributions provided through the Hub.
 - Off-site food and service distributions, diaper distributions, home deliveries, prepared meal services.
- Coordinate and conduct logistics for all service distributions listed above and others as assigned.
- Assist with operations and logistics (deliveries, storage, distribution, inventories, etc).
- Pick-up supplies and transportation (vehicle rentals).
- Ensure all supply pick-ups are made timely, safely, and efficiently.
- Prepare COVID Kits.
- Assist with weekly reporting.
- Perform administrative duties: answering phones, checking emails, making copies, maintaining files.
- Develop communications, electronically (social media, the website) and hard copies (flyers, letters).
- Assist with receiving and reporting donations.
- Document and disseminate referrals to the Case Manager.
- Promote the Hub in the community and participate in activities that cultivate relations with donors, volunteers, boards, partners, and staff.
- Establish and nurture relationships with staff, management, community partners, volunteers, and donors.
- Participate in meetings as needed with partner organizations and other Hubs.
- Participate in staff meetings and keep the Operations Manager and necessary staff informed about concerns.
- Collect data and assist with reports for tracking donations, service distributions, and clients.
- Solicit financial and in-kind donations.
- Trouble shooting for the daily operations of the Hub.
- All other duties assigned by the supervisor relative to the position.



A United Methodist Congregation

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TECHNICAL SKILLS AND REQUIREMENTS

- Computer Proficiency
- Microsoft Office Suite Proficiency
- Google Suite Proficiency
- Driver's License and Transportation
- Good Driving Record
- Ability to lift heavy objects and operate heavy machinery