
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 Manager (full-time, contractual)

SUPERVISOR: Hub Director

POSITION SUMMARY

Oak Chapel United Ministries, located in the Layhill/Aspen Hill area of Silver Spring, is in search of a operations manager to handle the daily operations of service hub and establish community partnerships to develop a multi-ministry hub on site. This is a temporary position until June 30, 2022 with potential to be extended.

Responsible for the daily operations of the Hub, including inventory, deliveries, and distributions. Oversees the care of the facilities and grounds. Ensures the safety of the staff, volunteers, and clients. Carries out administrative duties. Establishes community partnerships to expand services and solicits donations. Cultivates donors. Tracks income and expenses related to project services. Manages the operations staff and oversees the volunteers.

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, and lift upwards of 30 pounds.

Displays Servant leadership. 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

The position is full-time.

Salary: \$50,000 plus eligible for health insurance.

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

- Direct food assistance distributions and other services provided through the Hub.
- Manage Hub operations and logistics (deliveries, storage, distribution, inventories, etc.).
- Work with Hub partners to build relationships and coordinate food assistance and other service events to maximize the community benefit and prevent duplication of services where possible.
- Establish and nurture relationships with staff, management, community partners, volunteers, and donors.
- Provide and facilitate outreach to the community with an understanding of the community's needs and the needs of the residents in the 20906 community.
- Participate in meetings as needed with partner organizations, other Hubs and County Regional Service Directors to provide updates on Hub activities.
- Participate in staff meetings and keep the Director and necessary staff informed about the operations of the Hub.
- Communicate weekly with the DHHS liaison to the Hubs to report weekly activities, partnerships, and to address issues or concerns that may arise.
- Collect data and devise reports for tracking donations, food distributions, participants, other services, and report weekly to DHHS contact.
- Develop communications, as needed, electronically, on social media, the website, mailers, etc.
- Promote the Hub in the community and participate in activities that cultivate relations with donors, volunteers, boards, partners, and staff.
- Recruit, train, and supervise operations staff.
- Oversee scheduling for operations staff and activities.
- Ensure all supply pick-ups are made timely, safely, and efficiently.
- 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.

TECHNICAL SKILLS AND REQUIREMENTS

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