

POSITION: General Operations Manager

PROGRAM: Hunger Prevention Services
REPORTS TO: Senior Director of Hunger Prevention
STATUS & SALARY: Full Time/Exempt/DOE
DATE: November 2018

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

Position Summary:

This position has dual responsibilities of supporting the efforts of the senior director to create efficient and smooth operations and to develop and secure community support in order to maximize food distribution to the most vulnerable children, seniors and families in Snohomish County. The successful applicant will lead and build a strong team with the Food Bank staff & volunteers. Assist with reporting and documentation for the Distribution Services Manager. Ensure superior procurement of food, food distribution, volunteer engagement, community relations and outreach. Additionally, this position will cross-train in order to understand and fill-in as needed to ensure continuity of food delivery to clients. Please note this position is a mix of physical work along with administrative, managerial, and customer service skills.

Qualifications:

- A passion for ending hunger and helping our community's most vulnerable populations
- AA in related field or equivalent years of experience in a food-related industry and/or a transferrable job experience
- Minimum of 3 years of experience in professional office or business administration skills
- Ability to arrange for flexible schedule (will include some evenings & weekends)
- Have reliable transportation as local travel will be required and a clean driving record
- Able to pass background check to allow for working with vulnerable adults/seniors and children
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population
- Contribute to and support a positive, team-oriented work environment
- Maintain effective organizational and interpersonal skills including written and verbal communication skills
- Have a thorough knowledge of MS Excel, Outlook, Word and be computer-savvy with electronic documentation processes

Physical Demands & Working Conditions:

The physical demands here are representative of those that must be met by an employee in a warehouse and office environment to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor. Some days will require significant standing, bending, and walking.
2. Must be able to effectively communicate with co-workers and clients.
3. Must be able to reach above head and perform repetitive movements.
4. Must be able to drive or have reliable transportation for off-site meetings and events.
5. Must be able to drive fleet vehicles once trained.
6. Must be able to use warehouse equipment such as pallet jack and forklift once trained.
7. Must be able to properly lift items up to 40 lbs. consistently and with assistance.

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.