

# Oasis Facilitator Role Description

## Company Description

The Measure Of A Life is a group of SHSU alumni who want to help prepare the next generation of business leaders by providing much needed ongoing support and real world business experience where and when it is needed. For more information on our mission, please visit: <https://themeasureofalife.com/f/if-you-are-leading-but-no-one-is-following>

Utilizing a very flat, organic organizational structure with an entrepreneurial mindset, we can accomplish things that take bureaucratic organizations months, semesters, or years to accomplish... in hours, days, or weeks. We feel blessed to have the opportunity to serve the immediate needs of students while mentoring and teaching skills that will have life-long impact.

One of the first issues we are addressing is food insecurity on campus, which we believe to be over 3X higher than it is in the general public. To do this, and work on other issues as they arise and resources become available, we are building an organization of volunteers and mentors. This organization is just like any other business, and we are going to run it like a business.

At The Measure Of A Life, the jobs you find in other companies being done by employees will be done by student volunteers / interns under the guidance and direction of business mentors who have years of experience. This will allow students to put the theories they learned in class into practice, and will allow those who haven't had specific classes yet the opportunity to learn by doing before they study the theories.

## Role Description

This is a hybrid internship / volunteer role as an Oasis Manager located in Huntsville, TX.

This person will plan, organize, lead, control and document our efforts to support an existing (and unbranded) public food distribution point (a food oasis) with the help and guidance of an experienced mentor. Our objective is to help the community feed the hungry where they are, when they are there.

To meet that objective effectively and efficiently, this person will identify and implement sound supply chain management practices to assess and manage demand, procurement, warehousing and distribution. It is vital that the system created be effective, efficient and well documented because it will be used as the blueprint used to support future oases as the organization grows.

Initial steps will include creation of an inventory tracking system focused on collecting the data necessary to forecast demand, identifying and assessing the purchasing and logistic costs associated with different vendors, and identifying / implementing procedures that ensure accountability. It is expected that this phase will take about a week and require 20 hours of work to document inventory flow, build tracking spreadsheets, and identify procurement sources and processes.

Ongoing duties will include data analysis to project demand (provide effectiveness) and costs (ensure efficiency), weekly assessment of supplier sales / promotions, receiving and processing inventory, and purchasing / delivering inventory on behalf of those who want to feed the hungry but don't have the ability to purchase and distribute those items themselves. Weekly analysis of demand will be used by this person to maintain publicly available wish lists through which people can make purchases for the oasis, and they will coordinate receiving deliveries or picking up those orders from vendors. It is expected that this phase of the project will require 10 to 15 hours per week.

It is imperative that this person understand, and be able to clearly communicate, that The Measure Of A Life is not accepting donations of any kind at this point. We simply volunteer to facilitate, receive, pick up, deliver, track, and distribute shelf stable, single serving, packaged food items that do not have to be cooked to the public distribution point on behalf of others who want to feed others.

Duties will be carried out under the guidance and direction of a local Campus Coordinator who is a seasoned business professional with experience in these areas. Most of this work can be scheduled and done at a time that is convenient. This role will require at least one hour-long face-to-face meeting with the Campus Coordinator per week to assess progress and plan the next week's work.

The Measure Of A Life will provide access to the Microsoft Office Suite with a company email address, and will rely heavily on Teams, OneDrive, SharePoint, Word, Excel and Outlook (email and calendar) for communication and coordination. These are very important tools in the business world, and we will help you become proficient in their use if you aren't familiar with them.

The experience gained in this position would be a perfect match for someone who plans to work in supply chain management (procurement, warehousing, distribution, and/or forecasting) or own their own business. While the scope of this project is small, the principles and practices associated with workflow planning, identification of data collection points, demand assessment, forecasting, and environmental scanning are easily scalable and applicable to any business.

### **Qualifications**

- Strong organizational and time management skills
- Strong desire to learn
- Strong desire to make a difference
- Community Service mentality
- Ability to work independently and in a team
- Willingness to fail and learn from it
- Unwillingness to accept defeat
- Tenacity
- Determination
- Focus

### **Questions to expect at interview**

- Do you currently have 10 - 15 hours of spare / idle time per week?
- If not, what do you plan to remove from your life to provide that time?
- How do you think you will use the skills and knowledge gained here in the future?