**Employment Description**

Position Title: Program Assistant/Driver

Reports to: Executive Director

**Working schedule**

This is a part-time position requiring approximately 15 hours per week. Your regular weekly schedule will be Monday-Friday and hours per day shall vary as determined by the work schedule.

**Job Summary**

Washington Metropolitan Safe Space Incorporation is a Not-for-Profit organization that provides resources such as, but not limited to, youth programming, food and nutrition, financial wellness, and Senior assistance. Under the general supervision of the Executive Director, this position will assist in the execution and facilitation of programs and services to promote and provide social, cultural, educational, economic and community development programming that help to rebuild and/or sustain a positive, healthful, and impactful environment for children and families within the St. Louis metropolitan community, in partnership with the community collaboration.

**Duties/Responsibilities:**

* Assist with coordination and implementation of community outreach programs and events, that promote and support the mission
* Assist in assessing the needs of the community including but not limiting to Seniors, youth, and families
* Coordinate with the collaborative to organize the storage, rotation, packaging, and delivery schedules of resources to the community
* Collect and process food resource intake from outside vendors
* Maintain inventory levels of items within the commissary to be delivered to families and individuals (unloading, sorting, packing, and loading goods for distribution)
* Deliver food, health and wellness products, and educational materials to families and individuals weekly
* Maintain weekly delivery manifest (number of families served, number of deliveries, items delivered, and relevant issues)
* Maintain driver manifest to track mileage, routes (beginning/end), and fuel usage
* Must maintain an excellent driving record
* Assist in supporting and fostering community relationships while supporting Safe Spaces staff in various settings
* Attend all required trainings, meetings, and outreach programs
* Assist in monitoring programmatic activities, community/environmental projects, and other program related events as needed
* Other duties as assigned.

**Knowledge/Skills/Abilities:**

* Valid Driver’s License required
* High school diploma or some college preferred
* Excellent verbal and written communication skills
* Detail-oriented and efficient
* Tech savvy, proficient in MS Office, GPS devises or map apps
* Ability and strength to lift up to 50 pounds
* Ability to interact with diversity and multi-disciplinary teams
* Knowledge of social services programs and procedures is a plus
* Previous experience in non-profit industry is a plus