
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 (full-time, contractual)

SUPERVISOR: Operations Manager/Hub Director

POSITION SUMMARY

Oak Chapel United Ministries, located in the Layhill/Aspen Hill area of Silver Spring, is in search of an operations assistant to help with the daily operations of service hub and establish community partnerships to develop a multi-ministry hub.

This person will assist with the daily operations of the Hub, including inventory, deliveries, and distributions; care of the facilities and grounds; safety of the staff, volunteers, and clients; and administrative duties. This person will join the Hub staff in establishing community partnerships to expand services and solicits donations; cultivating donors; and tracking income and expenses related to project services.

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. Impeccable oral and written communication skills are required. 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. Values team communication. 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.

Compensation: Starting at \$15/hour

Start Date: Immediately

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

DUTIES AND RESPONSIBILITIES

- Assist with food assistance distributions and other services provided through the Hub.
- Manage Hub operations and logistics (deliveries, storage, distribution, inventories, etc.).
- Build relationships and establish partnerships to 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.
- Support weekly communication with the DHHS liaison to the Hubs to report weekly activities, partnerships, and to address issues or concerns that may arise.
- Assist with collecting data for tracking donations, food distributions, participants, other services.
- 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.
- 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.