



Project Angel Heart seeks Part-time Colorado Springs Distribution & Volunteer Assistant

Organizational Mission: Project Angel Heart improves the health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals and promoting the power of food as medicine throughout Metro-Denver and El Paso County.

Position Summary: As one of two Colorado Springs' staff, this key position leads the distribution process for Saturday morning meal deliveries in Colorado Springs. Position includes recruiting, training and scheduling distribution, delivery, community outreach, and office volunteers; oversees weekly route adjustments; provides coverage for missed deliveries and client meal pick-ups.

Amount of Time and Status: Non-Exempt, part-time; 30hours per week. Tuesday through Saturday work week; Saturdays 8:00am to 4:30pm and Wednesday afternoons required; other hours TBD. Occasional event/evening hours.

Reports to: Colorado Springs Regional Manager

Essential Responsibilities Include:

- Assists leading a committed volunteer force including recruiting, training and offering on-going coaching to ensure volunteers are effectively and meaningfully engaged and recognized while meeting agency mission needs
- Ensures efficient and accurate planning for and execution of weekly Saturday client meal deliveries using Google Sheets; forecasts needs and schedules weekly distribution and delivery volunteers, including individuals and groups
- Conducts new volunteer orientations and occasional agency presentations
- Leads individual and group volunteers in accurate meal bag check-in process, route preparation and deliveries
- Serves as backup delivery driver when necessary
- Assists with coordinating volunteers and logistics for projects and community events, including meal bag decorating activities and community outreach/fundraising events
- Accurately plans, documents and reports according to agency processes using Microsoft Office Suite, Blackbaud's Raiser's Edge, Google Sheets, client database, mapping software
- Assists with client meal-bag pick-ups at the office on Wednesday afternoons
- Builds and sustains aligned partnerships and processes with colleagues and community partners
- Supports office functions including handling visitor and client inquiries while Project Angel Heart values and protocol.
- Other duties as needed

Preferred Qualifications:

- Passion for volunteerism, community engagement and Project Angel Heart's mission
- High level of self-motivation, reliability and dependability
- Well-developed and flexible organizational and communication skills (written and oral) with a strong aptitude to work as a team member
- Coordinates logistics and implements processes efficiently and effectively
- Willingness and commitment to maintain confidential information
- Interested and able to work with diverse populations
- Available to work the day before and/or the day after a holiday
- Maintains a personal reliable smart phone for some work use (stipend provided)
- Maintains a personal reliable vehicle to accommodate multiple meal bags to be used for deliveries
- Maintains a valid Colorado driver's license and good driving record

Working Environment/Physical Activities: Work environment is varied with time spent in an office setting, personal vehicle during delivery, as well as in a warehouse walk-in freezer and cooler normally at Care & Share Food Bank. Physical activities include sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email, and standing for an undetermined amount of time. Position requires pushing and loading/unloading meal racks that are 75+ pounds as necessary and carrying meal bags up to 25 pounds in and out of the cooler/freezer and into various vehicles. Position also requires driving a vehicle on a semi-regular basis, as well as occasional loading and unloading of agency materials in and out of vehicles including the freezer truck as necessary

Compensation: Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure: Please submit resume and cover letter to the Colorado Springs Regional Manager via e-mail only to jobs@projectangelheart.org. Project Angel Heart values diversity and inclusivity and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Qualified candidates who bring such diversity are encouraged to apply. Please, no phone calls. Target start date: Immediately