



Project Angel Heart seeks Operations Assistant - Temporary

Join one of Colorado's most-loved nonprofit organizations and be part of a team that is key to delivering lifesaving nutrition to thousands of neighbors in need across the state.

About Project Angel Heart: Our vision is for all Coloradans living with severe illness to have access to nutritious food that supports their health and well-being. To that end, we compassionately deliver comfort and support through high-quality nutrition services, including medically tailored meals, while also advocating for the principles of "Food is Medicine." This year, we will prepare and deliver more than 755,000 meals to more than 5,000 people living with cancer, heart failure, HIV/AIDS, and other illnesses.

Position Summary: For nearly 30 years, Project Angel Heart has improved the health and well-being of Coloradans living with life-threatening illnesses by preparing and delivering medically tailored meals across the state while promoting nutrition and the power of food as medicine. This position will support all operations teams in the tasks needed to accomplish our mission. This includes food production, connecting with clients, meal dish up, meal bag packing, and delivery food directly to neighbors in need.

Amount of Time and Status: Non-exempt, 40 hours each week. Schedule is typically Monday – Friday 8:00 – 4:30 with the option for some weekend hours. This role is currently seasonal (June 1 – August 31) with the possibility for extension beyond August.

Reports to: Chief Operating Officer

Compensation: Starting salary is \$21.00/hour.

Essential Responsibilities Include:

- **Feeding the Community:** Help distribute meals and pack food bags, ensuring people have access to nourishing meals.
- **Personal Touch:** Deliver meals to clients' homes, offering not just food but also a friendly face and caring support.
- **Data Support:** Assist in maintaining our client database, making sure everyone gets the help they need.
- **Helpful Connections:** Connect clients with resources over the phone, providing vital support and guidance.
- **Food Preparation:** Pitch in with food production tasks like chopping veggies and packaging desserts, contributing to the quality of our meals.
- **Community Outreach:** Join outreach efforts, scheduling meetings and engaging with our community to make a difference

- Other duties as assigned

Preferred Qualifications:

- Passion for Project Angel Heart's mission
- High level of self-motivation, reliability, and dependability
- Willingness to maintain confidential information
- Interested and able to work with diverse populations
- Willingness and ability to work with volunteers
- Ability to work as part of a team
- Valid Colorado driver's license and reliable transportation preferred

Working Environment/Physical Activities:

Work environment is an office setting. Physical activities include standing several hours each day; moving kitchen equipment, boxes, and trays of up to 50 pounds; using a walk-in refrigerator and freezer; sitting at desk and working on a keyboard and computer; conducting business over the telephone and via email; and using a fax and copy machine. Also includes ability to drive across the Front Range and deliver meals to clients. This position requires the ability to enunciate clearly and interface professionally with the public.

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. Starting salary is \$21.00/hour.

Application Procedure: Please submit resume and cover letter via email 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: May 2024.