



Program Assistant Job Description

Position Type and Expected Hours of Work

This is a part-time position, approximately 30-35 hours per week.

Must be able to work Monday - Friday, 9 am – 2 pm with evenings and weekends as needed.

Hours of work to be arranged with supervisor.

Compensation

Nonexempt, hourly position. Starting rate from \$15 - \$17/hour Rate DOQ.

Don't Forget to Feed Me does not provide health or life insurance coverage.

Part-time employees are eligible for paid time off after one year of employment.

All employees receive 12 paid holidays plus Presidential Election days and up to 3 additional winter holidays as scheduled by the Director.

Eligible for reimbursement of mileage for work-related local travel and a cell phone allowance.

Reports to

Director

Location

5825 E. Rosedale Street, Fort Worth, TX 76112

Supervisory Responsibility

No direct staff supervisory responsibilities.

Travel

Occasional local travel primarily to weekend events.

Essential Responsibilities

Under the general supervision of the Director, this position provides a variety of support services including reception duties, assistance in warehouse, representation at events, and leading volunteers. This position must maintain current knowledge of the organization's services and programs.

- Office/Admin
 - Greet visitors and direct as needed.
 - Answer phone calls and client/donor inquiries.
 - Retrieve mail from PO Box and send correspondence as needed.
 - Track and communicate general office inventory needs.
 - Assist with records of all donations, acknowledging donors as appropriate.
 - Assist with database of all donation site partners, including key contacts at each location.
 - Marketing and outreach, including social media creation and management.
 - Assist Director with any on-going or day-to-day needs as requested including but not limited to updating handbooks, procedures, and data cleanup.
 - Other duties as assigned by supervisor.
- Volunteers/Events
 - Assist with leading organization's volunteers, including but not limited to recruitment, training, evaluation, scheduling, recognition, and general regular communication.
 - Attend events on behalf of the organization.
 - Other duties as assigned by supervisor.
- Warehouse
 - Assist with sorting all pet food donations and evaluating for potential recalled items or otherwise compromised food.
 - Ensure all food (donated and distributed) is properly weighed, recorded, packaged, and stored.
 - Assist with regular communication with all partners (donation and distribution) maintaining good relationships.
 - Assist donors and/or volunteer drivers with unloading donations.
 - Re-packaging pet food if/when volunteers are unable to meet demand.
 - Assist with pet food donation pick-ups (using personal vehicle) as needed.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Education and Experience

High school diploma.

Required proficiency with the internet, Windows computers, Microsoft Office applications, and social media.

Mastery of the English language with high written and verbal communication skills. Spanish speaking a plus.

One year or more of successful work experience in this or a related field.

Prior experience in reception or similar environment a plus.

Basic understanding of non-profit organizations.

Other Requirements

Valid driver's license and reliable transportation.

Must be able to pass a criminal background check and a drug test.

Ability to work in hot warehouse and outdoor conditions and meet physical demands programs and events.

Ability to lift and move 50 lbs. repetitively.

Work Environment and Physical Demands

This position operates in an office, warehouse, off site venues and events in various weather conditions.

This position routinely uses standard office equipment such as computers, phones, and printers.

Because the employee often works in the warehouse, closed-toed shoes are required. Durable, comfortable yet appropriate clothing is recommended.

Frequently required to stand, walk, and/or sit for long periods.

Required to use hands to finger, handle or feel; reach with hands and arms; talk or hear.

The employee must frequently lift, move, push, and pull objects up to 50 pounds.

While performing the duties of this job, the employee is regularly required to talk or hear.

How to Apply

Send resume, brief cover letter, and references to:

Maria Koegl

Director

manager@dontforgettofeedme.org

EEO Statement

Don't Forget to Feed Me provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Don't Forget to Feed Me complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Don't Forget to Feed Me expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Don't Forget to Feed Me's employees to perform their job duties may result in discipline up to and including discharge.