



Position: Program Assistant-PT-3 month position

Exempt/Non-Exempt: Non-Exempt

Hours/Week: 25-28 – generally as follows:
M/W/F: 9:00 – 1:00 pm
T/TH: 12:00-7:00

Pay Rate: \$18.25/hour

Reports To: Program Manager

About Valley Outreach:

Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing or help navigating resources during challenging times. Our programs include a food shelf, clothing program and client support services. Our volunteers, donors and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help our neighbors find a place of stability.

Position Summary:

Join our team and support the work of the Program Staff across client intake, the food shelf, the warehouse and StyleXchange, shifting to where most needed on a daily basis. Bring your energy and initiative as our organization continues to serve increasing numbers of people. Our team works hard, serving with compassion and dignity. We also value fun, fromage (look it up) and cool socks. You have: a desire to collaborate in critical, basic needs programs. We have: a terrific team, waiting to plug your skills into the services here.

Essential Duties & Responsibilities:

- General Duties:
 - Work closely with staff team, under the direction of the Program Manager, focusing on priorities for the day and the week.
 - Assist clients by answering questions, providing thoughtful customer service and ensuring a positive experience.
 - Work alongside volunteers.
- Specific program work:
 - Food Shelf tasks include stocking shelves, supporting the drive-up ordering process, supporting monthly food outreach programs.
 - Warehouse tasks include support for receiving, sorting, and stocking incoming inventory; waste management (recycling, trash, compost).
 - Intake tasks include support client check in and check out processes, assist with lobby flow-greeting clients, directing foot traffic, assisting with line management.

Expectations and Work Experience:

- Ability to work in a fast-paced environment, shifting gears quickly and easily.
- Commitment to Valley Outreach Mission – “We help people move their lives forward through basic needs services and personalized support.”
- Understanding and comfortability working with diverse groups of people.
- Ability to work closely and communicate effectively as part of a team.

- High level of personal and professional integrity, including ability to protect and maintain confidentiality.
- Ability to work a flexible schedule that will include some evening hours.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance.
- Physical ability to load and unload boxes and bags on a daily basis, lifting up to 50 pounds regularly and remain standing for long periods of time.

To apply, send cover letter and resume to jobs@valleyoutreachmn.org

Position open until filled.