

RCS Program Assistant
June 2022

Program Assistant, part-time: 10-15 hours/week
Salary range 13,000-19,500
Start Date: August 2022

Job Summary:

Interested in a job doing important work, making meaningful community connections alongside great colleagues and some of the best volunteers around? This position will assist in the operations of Ravenswood Community Services (RCS), a small, hunger relief nonprofit serving primarily Chicago's north side. RCS currently operates 3 main programs: a weekly food pantry and community kitchen (Tuesday afternoon/evening), a monthly Saturday Pantry (off-site, morning), and monthly after-school markets (off-site, Thursday afternoons).

Responsibilities:

The program assistant will provide support in the following areas:

After-School Markets (currently 3 locations)

- Pre-pantry preparation including intake materials, signage, and supplies
- Communication with school sites
- Volunteer recruitment
- Arrangement of transportation
- Site set-up and clean-up
- Identify new partners for program expansion
- On-boarding of new site partners

General organizational support, as needed

- General operations support including deliveries and weekly pantry and community kitchen operations
- CRM data entry and reporting
- Communications support including newsletter creation (Constant Contact) and social media posts (Facebook and Instagram)
- Support for fundraising events

Relevant skills and abilities:

- Volunteer management
- Project Management and Organization
- Time Management
- Ability to communicate effectively (written and verbal) with volunteers, donors, and stakeholders
- Must be comfortable lifting and moving 40-50 pounds
- Must be available to work on Tuesdays and Thursdays
- Proficiency with social media platforms, especially Facebook and Instagram
- Ability to converse in Spanish is a plus
- Proficiency with Google Drive, Google Docs, and Google Sheets is a plus
- Familiarity with Constant Contact, Canva, and donor management software is a plus

Successful applicants for this position must be fully vaccinated against COVID-19 as a condition of employment. Medical and religious requests for exception to this requirement will be reviewed and granted in accordance with federal equal employment (EEO) laws.

RCS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested applicants should submit a cover letter and resume to Lori Gee, Executive Director via email at lori@ravenswoodcommunityservices.org.