



## **Operations Coordinator Job Posting (Part-time)**

### **ABOUT PACK AWAY HUNGER**

In a world with enough resources to feed everyone, no one should ever go hungry. And yet, every day, people in every corner of the world fight food insecurity and malnutrition. We're on a mission to fight this reality. Through our hunger relief programs we create and distribute nutritious meals, educate students about hunger, and provide hands-on service experiences for groups of all sizes. At the heart of our programs are meal packing events, powerful and fun service opportunities that inspire volunteers and generate thousands of nutritious meals. Since our founding in 2010, more than 100,000 volunteers have joined our cause, packing more than 23 million meals for those in need.

### **JOB SUMMARY & RESPONSIBILITIES**

The Operations Coordinator manages all warehouse operations, supports the meal packing program, and maintains facilities and vehicle fleet. This role is responsible for ensuring Pack Away Hunger partners, staff, and volunteers work in safe, clean environments and receive exceptional customer service.

### **WAREHOUSE OPERATIONS (60%)**

- Gather and prepare equipment and ingredients for meal packing events.
- Ship and receive materials.
- Supervise warehouse volunteers.
- Ensure proper organization and cleanliness.
- Maintain equipment.
- Conduct forklift and pallet jack maintenance and repairs.
- Order and maintain warehouse supplies.
- Manage relationships with vendors and meal distribution partners.

### **MEAL PACKING PROGRAM (20%)**

- When necessary, serve as an Event Manager to run meal packing events:
  - o Serve as an enthusiastic ambassador for the organization, creating a seamless service experience for the meal pack sponsor.
  - o Effectively communicate with venue and event sponsors to facilitate event set-up, teardown, and other logistics.
  - o Conduct welcome and post-event remarks.
  - o Train volunteers on the meal packing process.

### **FACILITY & FLEET MAINTENANCE (20%)**

- Coordinate HVAC inspections in spring and fall.
- Coordinate Fire Life Safety compliance.
- Manage facility maintenance and cleaning.
- Coordinate needed inspections, maintenance, and repairs of PAH vehicle fleet.

### **JOB REQUIREMENTS**

- Occasional evening and weekend work may be required.
- Ability to pass DOT physical and legally operate a passenger vehicle, sprinter van and box truck.
- Ability to operate pallet jacks and obtain forklift certification, or willingness to learn.
- Ability to operate computers and audio/visual equipment.
- Ability to regularly lift and/or move objects up to 60lbs.
- Some local travel to offsite meal packing events is required.
- Ability to stand for long periods of time.

### **QUALIFICATIONS & SKILLS**

- High school diploma or equivalent.
- Minimum 1 year experience in an operations, project management, non-profit or community facing role.
- Strong problem-solving skills.
- Excellent verbal communications skills.
- Positive attitude and strong work ethic.
- Experience speaking to groups of all sizes.
- Willingness to ask questions, give input, and take direction.
- Strong organizational skills.

### **SALARY & BENEFITS**

\$20/hour. Minimum 20 hours per week with a flexible schedule. Potential for additional hours during busy seasons. Paid time off including eight paid holidays.

### **LOCATION**

The position is fully onsite at Pack Away Hunger Headquarters (5230 Park Emerson Drive, Suite A. Indianapolis, IN 46203) and requires occasional local travel.

### **TO APPLY**

Email resume and cover letter to [hr@packawayhunger.org](mailto:hr@packawayhunger.org).

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Pack Away Hunger is an Equal Opportunity Employer. We are committed to promoting a diverse and inclusive culture, and do not discriminate against candidates or employees based on their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, or veteran status.