



Job Title: Program Support Assistant - Kent
Department: Programs
Reports to: Senior Manager Programs
Status: Non-exempt, Part-time, 15- 20 hours/week
Occasional evening and weekend hours may be required.
Benefits/Salary: \$20-\$23 per hour DOE, PTO, 403b retirement plan

Job Summary:

The position requires a dedicated, high energy, self-motivated individual with strong interpersonal skills and community-centric focus working within the Programs Team. The position will work with volunteers, helping with weekly distribution of goods to families, and inventory supplies at our hub located in the Alliance Center in downtown Kent. Excellent communication skills, the ability to adapt quickly in our lively environment, and a sense of humor are required.

Hours may vary and may include daytime, evening and/or weekend hours. Position is in-person and usually 15-20 hours per week, commonly on Monday, Wednesdays and Thursdays. Shifts can be 4-5 hours per day.

About Us:

EBC – Eastside Baby Corner, now KidVantage, helps kids reach their full potential tomorrow by meeting their needs today. The immediate, tangible assistance kids and families receive through KidVantage provides the tools caregivers need to care for their family, and the essentials kids need to grow up healthy. Through a network of agency partners, more than 2,000 children each month get what they need, when they need it. Founded in 1990, the organization will this year distribute approximately 170,000 items for kids in central Puget Sound. Because of KidVantage, children, ages birth through 12 are warm, safe, and healthy.

We are committed to advancing equity through our work. We value a diverse workforce and an inclusive culture, and are committed to inclusion, diversity, equity, and access in all areas of our and workplace culture. Individuals from all cultures and communities are warmly encouraged to apply.

This document is intended to describe the general nature and level of work being performed and is not an exhaustive list of all duties, responsibilities and skills required of the position.

Major Areas of Responsibilities

Hub Administration (80%)

- **Volunteer Management:** The Program Support Assistant will assist the Senior Manager of Programs by supervising volunteers and receiving donations from the community at the Kent Hub.
- **Order Receipt:** Working with the Inventory and Fleet Assistant, the Program Assistant will receive provider orders weekly and prepare them for easy pick up by provider partners.
- **Distribution:** Program Support Assistant will assist providers with weekly distribution, checking that all orders are filled every week.
- **Program Team Meeting:** The Program Support Assistant will be participating in a weekly Programs team meeting.
- **Building Liaison:** Program Assistant will serve as point of contact for building management regarding maintenance, scheduling, signage and related duties.

Community Outreach (15%)

- Meet with community groups, representing KidVantage and present about volunteering or donating to KidVantage.
- Program Assistant will distribute flyers, posters and other materials to various locations to help recruit volunteers for the hub.
- Program Assistant will conduct tours of the hub and represent KidVantage to members of the community.

Other duties as assigned (5%)

Working Conditions

(Describe working conditions that impact the job-including physical requirements or conditions)

While performing the duties of this job the employee is in a typical warehouse and office environment, is required to regularly walk, sit, talk or hear and stand. Occasional requirement to walk in inclement weather part of general duties. Frequent use of computers and related equipment is required. Frequent lifting up to 20 pounds and occasional lifting up to 40 pounds. Vision requirements include: close vision.

Qualifications/ Competencies

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the job.

- **Education/Experience** – High School Diploma and 2-3 years' work experience in general office/warehouse management, or an equivalent combination of education

and experience. Experience in nonprofit or social service environment and volunteer management, is preferred.

- Language Ability – Ability to read, write, and speak English effectively with others. Ability to effectively present information and respond to questions from groups of managers, volunteers, and the general public.
- Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Computer/Technical Skills – Proficiency in MS Word, Excel, and Outlook required.
- Other Competencies/Characteristics – The ability to be flexible, highly organized with a strong orientation to detail/quality work is required. Must maintain a highly professional demeanor and level of confidentiality. Must have strong interpersonal skills with the ability to communicate effectively with others both internally and externally as well as work well with a variety of people and personalities. Superior attention to detail with strong follow-through. Ability to problem-solve and adapt quickly in our dynamic environment. Commitment to and enthusiasm for EBC’s mission and values.
- Evening and weekend work possible.

KidVantage is an Equal Opportunity Employer. Qualified candidates receive consideration for employment without discrimination based on age, ancestry, color, creed, gender identity, marital status, military status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, the non-job-related presence of any sensory, mental or physical disability, or any other characteristic protected by law.

How to Apply:

Resumes and cover letters to hadmin@KidVantageNW.org

Open until filled. No calls please