



OPERATION LOVE
MINISTRIES

Job Title:	Seasonal Programs Coordinator		
Location:	620 E 21 st Street, Anderson, IN	Travel Required:	none
Level/Salary Range:	Commensurate with Experience	Position Type:	Part-Time employment (10-12 hours/week), more during distribution times
Work Schedule:	April - August and September-January Mon, Tu, Th 9:00 a.m.-3:30 p.m. (1-1.5 hour breaks).	Date available:	Immediately
Direct Supervisor:	Human Services Coordinator	Posting Expires:	When filled
How to Apply:			
Contact Andrea Baker, Executive Director for details at 765-644-2121 or by e-mail at abaker@operationloveministries.org			
Job Description			
Role and Responsibilities			
Operation Love Ministries seeks a high-energy, self-motivated, and joyful individual with:			
<ul style="list-style-type: none">● Strong organizational, problem-solving skills, ability to multitask, take guided initiative and prioritize tasks effectively.● Comfort trying new programs, methods, and digital tools to increase efficiency and effectiveness● Ability to successfully provide general direction, oversight, and administration of seasonal programs, including volunteer management and tracking, and inventory management through orders, off-site purchases (using price comparisons), and in-kind donation coordination and record-keeping● Strong communication skills and ability to work in a fast paced but flexible environment● A desire to show genuine care to Madison County community members in need and contribute to a positive and productive work environment.			
Detailed tasks may include but are not limited to the following:			
<ul style="list-style-type: none">● Interface with churches, businesses, or partner agencies to gain information, connect, or communicate● Create, implement, and maintain registration, scheduling & pickup appointment processes for seasonal program participants● Maintain donation logs, inventory, volunteer logs, and statistics in a format that can be easily read and available to staff and volunteers that may need to interact with the data.● Keeping an eye out for best prices and needed orders for seasonal programming items● Answer inquiries by phone and e-mail regarding OLM programs, referrals, and partnerships● Provide coverage for phones, at networking events, or at fundraising events as needed along with occasional assistance with any aspect of the Client Choice, Emergency Food, Bonus Food Pantries, and Material Goods Pantries.● Preparation of handouts and materials for clients and donors● Assisting with unloading donations, inventory tracking, sorting, setup, and other logistics for distribution● Perform other duties as assigned by supervision.			



This position will work with the following staff and volunteers:

- Marketing/Communications for program promotion with flyers, posts, needs, and recognition of donors
- Distribution Coordinator during Christmas Wishes Program to identify needs and maintain information on food items to distribute in the Christmas Wishes Food Basket
- Human Services Coordinator on best practices for programming and participants.
- Delegating data entry and other various tasks to volunteers that are fully trained in the task.

Qualifications and Education Requirements

High School Diploma or GED required, college degree a plus. Candidates must have at least 1 year of customer service experience, or an equivalent combination of years of postsecondary education and customer service or other related experience to qualify for this position. Human Services, Social Services, Ministry, or other related education and training are beneficial, but not required.

Preferred Skills

The ideal candidate for this position will be a team-player and lead by example, willing to do whatever is necessary for daily operations while also working well with people from diverse backgrounds and cultures. Candidates must have the ability to problem-solve, maintain the integrity of programs through equal and fair treatment of all who receive services and enforcement of pantry and volunteer guidelines. Candidates must be computer literate with the ability to use Google Suite, word processing, and both Excel and online tracking databases. Must be able to lift donations and distribute items of up to 25 pounds. Reliable transportation required.

Background & Work Environment

Operation Love Ministries (OLM) provides help for today & hope for tomorrow as the hands and feet of Christ in Madison County. OLM is a faith-based organization governed by board members from Alliance Churches in Madison County, providing assistance to those in need through material goods pantries, human services programs, and annual giveaway programs. Clients are not required to participate in any religious activities to receive OLM services or to receive employment at OLM.

OLM offers a generous policy of 2 weeks (pro-rated for part time positions) PTO earned per year with an additional PTO day earned for each year of service. With a small team that feels like family, staff members are all cross-trained on various positions to ensure flexibility and teamwork amongst all programs.

OLM is located in a three-story building with stairs at all entrances. This position will perform physical activity and repetitive motions such as lifting donations, driving to pick up donations, filing, copying, typing, and considerable periods of time sitting at a computer workstation. This position will perform physical activities that require considerable use of arms and legs and moving of one's whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Applicants must be able to regularly lift 25 pounds.