



Program Assistant, Hunger Relief Program Job Posting

Catholic Charities is looking for a Program Assistant for the Hunger Relief (Loaves & Fishes) Program. The Program Assistant will be under the direction of the Program Coordinator and will assist with daily operations. This position is full-time, and hours are generally 7:30am to 3:30pm, including working on Saturday with a day off during the Monday thru Friday work week. Flexibility with the schedule will be required.

JOB REQUIREMENTS

- Will clean the dining hall and bathrooms after meals, AND/OR, direct the volunteer groups in the set up and cleanup of the building – primarily the dining hall.
- While the building is open, greet and keep the daily count of guests.
- Assist with the pickup and stocking of supplies.
- Keep the grounds neat and picked up.
- Willing to work with in-crisis populations of various mental health concerns, and economic, ethnic, and racial backgrounds.
- Be able to coordinate the program without direction in the event the Program Coordinator is out.
- Oversee the regular maintenance of the facilities with regards to kitchen equipment, lights, and plumbing. Advance approval from the program coordinator is needed for major repairs.
- Flexibility is necessary during daily work hours.
- Will perform other related duties as requested.

EDUCATION, EXPERIENCE & SKILLS

- High School degree or equivalency.
- A minimum of two years' experience working with diverse populations.
- Knowledge of basic human relations and working with populations in need.
- Must demonstrate emotional stability and have high personal integrity.
- Capable of being calm and having non-judgmental interactions with people in various life situations.
- Must be able to work on a team, but also independently with little direction.
- Ability to use critical thinking to help bring solutions to problems.
- Strong written and oral communication skills.
- Must have a valid driver's license and reliable transportation.

May be asked to take the food handling class through the Metro Health Department.

Competitive salary and full benefits offered. Please email cover letter and resume to ndingman@cctenn.org.

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.