Full-Time Program Assistant - Job Description

MISSION STATEMENT:
Abundant Grace Coastside Worker is a nonprofit that serves the homeless and low-income population of Half Moon Bay with a focus on food justice, employment, housing, sobriety and health, and other direct services in order to promote social and economic justice.

The Program Assistant is responsible for helping coordinate and lead the Coastside Clean Team Program, as well as operations and duties at the Workforce Development Center. The position reports directly to the Program Manager and Executive Director.

The Program Assistant is a full-time, exempt position, $40K with health benefits.

Responsibilities:

- Assist in Managing the Coastside Clean Team and Workforce Development Center activities.
- Collect and organize recycling for the Clean Team and center, also manage trash cans/bags and move them along daily.
- Manage activities at the Workforce Development Center (WDC), such as showers, laundry, case worker meetings, referrals, clothing room, bicycle repair and gardening.
- Manage data tracking to show services provided at the center, (i.e. number of showers, laundry…etc.
- Manage basic physical plant upkeep, maintenance and chores list at the center
- Manage volunteer program for the farm, workforce center and clean team, in coordination with the Program Manager
- Deliver produce to partner organizations in town, and recover farm crates each week.
- Create a hospitable environment and welcome the crew in the morning and maintain cleanliness of the AGCW site, inside and out.
○ Shop for supplies/manage inventory as needed.
○ Manage storage for CCT, bike repair shed, and storage for workers at the WDC.
○ Write down phone messages and get them to the right people to respond.
○ Get to know partner organizations, and stay on top of referrals for people to get help from other agencies to pursue housing, work, sobriety, employment and health.

Skills & Qualifications Required:

- Strong alignment with the mission and values of Abundant Grace Coastside Worker.
- Goal-oriented with excellent attention to detail.
- Excellent interpersonal skills and proven ability to professionally engage and move fluidly between diverse stakeholder audiences.
- Strong organizational skills including record-keeping, data entry, planning, managing schedules, and managing email.
- Team player who demonstrates willingness and enthusiasm to step into a collegial leadership role.
- Must have own transportation to get to and from work. Transportation of workers and produce is done with organization’s vehicles.
- Ability to observe behavior, assess appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Must excel at working with all types of people to motivate and inspire with professionalism.
- Ability to be flexible and assume responsibility for group instruction.
- Experience with or passion for learning about sustainable agriculture and environmental education.
- Must be able to lift up to 40 lbs.
- Spanish speaking not required but strongly preferred.

Ready to apply? Email your resume and cover letter to eric@abundantgracecw.org.

Thank you!