



COMMUNITY
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Job Opportunity

Operations and Development Associate, Bay Area

Part-time, non-exempt, hourly 10-15 hours/week, with potential to scale to 20 hours/week

About Us

Help a Mother Out (HAMO) works to improve baby and family well being by increasing access to diapers for families in need. We distribute diapers to families in need through a network of social service partners including voluntary home visiting programs, facilitated parent support groups, family resource centers, and public health departments. We also advocate for the inclusion of diapers in the social safety net. Our vision is a day when every baby has a healthy supply of diapers. We are a small but mighty organization, with plans to add two additional team members in the next fiscal year (July 1, 2017-June 30, 2018). We offer a flexible work environment (80% virtual, 20% in person). We are a fiscally sponsored project of Community Initiatives, a 501(c)3 non profit organization. You can learn more about us on [our website](#).

Summary

The Operations and Development Associate (ODA) will report to the Program Manager and will work closely with all team members. The ODA will be primarily responsible for providing administrative and clerical support for Program and Development functions. The ODA will assist with HAMO's partner agency relations, warehouse diaper distributions, volunteer coordination, fundraising efforts and donor relations. Our ideal candidate is extremely organized, detail-oriented, has excellent follow through, is a team-player and can work independently. S/he is also tech savvy, and possesses strong interpersonal, communication, and project management skills.

Responsibilities

Program (50%)

- Provide administrative and logistical support on program related activities
- Assist the Program Managers and ED with maintaining relationships with warehouse partners, partner agency organizations and diaper companies
- Assist with coordinating ongoing diaper distribution activities including ordering, inventory management, warehouse volunteers, partner agency relations and shipments
- Assist Program Manager with data collection activities with partner organizations by collecting and compiling reports, testimonials, and other evaluation data
- Assist with scheduling team meetings and site visits



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Development and Fundraising (50%)

- Provide administrative and logistical support on development, special events, and fundraising activities
- Respond to telephone, email, and personal requests for information from the public, donors, constituents and partner agencies on a regular basis
- Assist with scheduling volunteers, coordinating in-kind donations, and community cultivation efforts
- Coordinate diaper collection activities (e.g., diaper drives, permanent diaper collection bins) including solicitation, coordination, support, transportation, processing, and appreciation
- Send out timely gift acknowledgements
- Assist with donor mailings, donation processing and donor follow ups
- Work with database administrator and ED on maintaining excellent donor records
- Assist with the organization's community outreach and annual fundraising events

- Other activities as deemed appropriate that promote and enhance the mission of HAMO.

Qualifications

- Bachelor's degree
- 2-3 years experience in an administrative or coordinator position
- Ability to manage multiple projects with excellent organizational skills
- Excellent communication (both oral and written)
- Strong problem solving, prioritizing, and decision-making skills
- Excellent follow-through and accountability
- Strong diplomacy skills and a keen sense of humor
- Self-starter, with ability to work independently and as part of a collaborative team
- Proficiency in Microsoft Office Suite, Google Drive, and DropBox required
- Commitment to HAMO's mission and vision

Position Requirements

- Strong desire and proficiency to work via virtual office, with flexible work hours
- Attend weekly co-working meetings with team members (meetings are held primarily in Oakland and San Francisco)
- Ability to travel within the Bay Area, including Alameda, Santa Clara, San Mateo, and San Francisco counties
- Ability to lift and carry up to 30 lbs., occasionally
- Communicate with team members on a regular basis via email and phone

Help A Mother Out, a fiscally sponsored project of Community Initiatives
354 Pine Street, Suite 700, San Francisco, CA 94104



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Compensation

This is a part time position, 10-15 hours/week, with the potential to scale during peak seasons (up to 20 hours/week maximum). Compensation is between \$18-\$20/hour and will be commensurate with experience. This position does not include benefits at this time.

To Apply: If interested please follow these detailed instructions to apply. **Application deadline is July 14, 2017.**

- 1) PREP your cover letter and resume, highlighting how your experience and skills meet the position requirements.
 - a. *Please include a link to your LinkedIn profile and other relevant digital footprints.*
 - b. Please submit only ONE PDF document, naming the file with your first and last name and position title (e.g., "JANE SMITH ASSOCIATE APP")
- 2) UPLOAD your cover letter and resume to Google Drive.
- 3) SHARE the Google Document with info@helpamotherout.org.
- 4) Local applicants only, please. Applications without a cover letter will not be considered.

**Every application submitted via Google Drive will be reviewed. We regret we are unable to respond to phone inquiries or snail mail submissions.*

Community Initiatives/HAMO is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.