

# **PAC – Distribution Center Assistant**

## **Position Announcement: Distribution Center Assistant**

**Part-time** - (14 hours per week)

**About the position:** We are seeking a dedicated self-starter to work with the CEO of Parent Action Community of Amityville (PAC). We offer a welcoming work environment and the ability to learn and grow in a supportive atmosphere.

**About Parent Action Community:** As the Assistant to the CEO, you will be a part of having an impact on the Amityville and surrounding community with a non-profit organization. Parent Action Community (PAC) was established in 2005 by parents concerned with the behavior and condition of today's youth. We are a fully-accredited 501(c) (3) charity equipping young adults for the responsibility of leadership. PAC's goals are to Equip, Empower, and Educate "At-Risk" Youth And Young Adults between the ages of 13 and 24. We develop their Knowledge, Personal Skills, and Motivation to Reduce Adolescent Pregnancies, High School Dropout Rates, Sexually Transmitted Diseases, including HIV/AIDS, Substance Abuse, Juvenile Delinquencies, and Reduction In Crimes through a Comprehensive, Community-Wide Collaborative Effort to Improve Academic Achievement in order to be Career and College-prepared. Our Volunteers have a unique opportunity to gain valuable campaigning and nonprofit experience, cultivate your interests in social equality, strengthen your understanding of a fast-paced campaign organization, and gain critical organization skills and experience.

PAC's reputation of providing services to the Amityville and surrounding community has grown over the last 10 years. We are looking to expand the organization and programs in the future. The role of assistant to the CEO is to support the organization by overseeing and scheduling the volunteers, for the distribution center and the tutoring programs.

### **Distribution Center Assistant will be responsible for the following:**

- Managing the Distribution Center
  - Follow the policies for receiving/distributing goods to those who are in need.
  - Preparing weekly reports on the activities in the PAC Distribution center.
  - Ensure that all first time visitors sign in and complete a PAC "in-take" form.
  - Prepare a weekly report on visitors and items that PAC was unable to supply.

### **Qualifications:**

- Demonstrated commitment to Youth and Community projects;
- Excellent written and verbal communication skills;
- Good organizational skills, attention to detail, professional demeanor and the ability to juggle several tasks while meeting deadlines;
- Experience or interest in non-profits an advantage