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**Position Title**: Program Assistant, *Hand Up* Youth Food Pantry

**Organization**: Jewish Family Service of San Diego

**Position Type**: Part-time (5 hours per week), non-exempt

**Salary:** $14- 15/ Hour

**Position Overview**

*Hand Up* distributes food from several county-wide locations and is supported by community food drives and donations. The Program Assistant is responsible for tracking all food distributed and people served, and driving the Agency’s vehicles for food rescue and food drive pick-ups.

Program assistant will be required to work below hours with remainder of schedule flexible.

* 3 Hours every Wednesday
* 5 hours on the third Monday of each month
* 3 hours on two Fridays a month

Duties and responsibilities include (but are not limited to):

* Store donation management and food drive pick-ups using the Agency’s vehicles
* Tracking and reporting store donations
* Maintaining invoices and donation receipts
* Data tracking of community-based distribution locations
* Ensuring that information is entered into ETOi database in a timely manner
* Other responsibilities, as assigned

**Position Requirements**

The ideal candidate will have:

* High School diploma or equivalent; Bachelor’s degree preferred
* A clean driving record
* Experience entering information into a database
* Good to excellent spelling, grammar and written communication skills
* Excellent oral communication skills
* Must be able to lift 25 pounds daily and occasionally lift and/or move up to 35 pounds

**Contact Information**

To be considered for this position, please email your cover letter (with salary requirements) and resume to resume@jfssd.org. Please, principals only. Please, no phone calls or follow-up emails.

**About Jewish Family Services of San Diego**

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency. Our goal is your success. Come work at JFS and be our partner in Moving Forward Together.

For the eighth consecutive year, JFS has earned a coveted 4-star rating from Charity Navigator, America’s largest independent charity evaluator that highlights the work of efficient, ethical and open charities. We encourage you to learn more at [www.jfssd.org](http://www.jfssd.org/).

