



## **Operations Coordinator Job Description**

**H.O.P.E. of Winston-Salem is a nonprofit organization focused on children's health and food insecurity. We distribute nutritious meals to children and fresh produce to families, host Kids Cooking Classes and run a Neighborhood Produce Market. We are looking for a passionate, hands-on individual to help coordinate our operational needs.**

Job Title: Operations Coordinator  
Job Type: Hourly, part-time employee with opportunities for growth  
Work Hours: 15-20 hours per week, flexible hours  
Work Days: Monday through Friday, days as needed  
Additional weekend hours are available  
Wages: \$20.00 per hour  
Two weeks of paid time off per year  
Reports to: Executive Director

### **Job Summary**

The Operations Coordinator is responsible for performing activities required to execute our meal & produce distributions, Kids Cooking Classes and Neighborhood Produce Market. Duties include, but are not limited to, the following:

- Procure and help prepare all food supplies needed to execute our programming activities
- Assist with setup of our Kids Cooking Classes hosted at the H.O.P.E. facility
- Assist with setup of our Neighborhood Produce Market
- Assist with processing food and other donations
- Ensure that all necessary equipment and tools are properly maintained and in working order
- Ensure that all H.O.P.E. vehicles are properly maintained and in working order
- Help maintain a clean and organized facility
- Assist with addressing facilities-related issues
- Other operational duties as needed

### **Job Requirements**

- The Operations Coordinator must be comfortable working on their feet and lifting up to 50 lbs.
- The Operations Coordinator is required to act in a professional manner when performing his/her job duties
- The Operations Coordinator must have strong interpersonal, organizational and communication skills
- Valid NC driver's license and the ability to safely drive H.O.P.E. of Winston-Salem vehicles is required
- Must be able to work effectively with staff and volunteer resources
- Must be comfortable with communicating through phone, text and email
- Passion for food and addressing food-insecurity issues is highly preferred
- Experience in food or food systems work is highly preferred

**Interested applicants should send a resume to our Executive Director, Scott Best, with "Operations Coordinator" in the subject line, via email at: [scott@hopews.org](mailto:scott@hopews.org)**