



**Revitalize**  
Community Development Corporation

Colonial Block Building  
1145 Main Street, Suite 107  
Springfield, MA 01103  
Tel: 413-788-0014  
[www.RevitalizeCDC.com](http://www.RevitalizeCDC.com)

## Revitalize Community Development Corporation Part-Time Program Assistant Job Description

**About Revitalize CDC:** Since Revitalize CDC's ([RevitalizeCDC.com](http://RevitalizeCDC.com)) inception in 1992, the organization has completed over 1,100 homes with the help of 10,000 volunteers investing \$42 Million into Western Massachusetts. Revitalize CDC repairs, modifies and rehabilitates homes of low-income families with children, elderly citizens, military veterans and people with special needs. Revitalize CDC focuses on making meaningful improvements on homes to help reduce energy use, save money, and create a safe, healthy and sustainable living environment for our residents and the community. Connect with us on [Facebook](#), [Twitter](#), [YouTube](#), [Instagram](#) and [LinkedIn](#).

Revitalize CDC offers a rewarding environment for individuals interested in public health, housing, environmental justice, policy and green careers. Our staff is comprised of innovative professionals from diverse backgrounds.

### **Our Mission:**

"Revitalizing homes, neighborhoods and lives through preservation, education and community involvement."

We believe in a safe, healthy and energy-efficient home for everyone. Revitalize CDC performs critical repairs, modifications and rehabilitation on the homes and non-profit facilities of low-income families with children, military veterans, the elderly and people with disabilities.

### **Position Description:**

The Program Assistant will work in our Flexible Services Nutritional Program and is responsible for assisting in the coordination of the administrative and operational services of the program. This position works closely with our Flex Nutrition Program staff- Registered Dietitians, Program Manager, and Director of Operations & Finance. The Flexible Services Nutritional Program partners with Baystate & Health New England's BeHealthy program to provide food and nutrition education to low-income clients with diabetes. The position offers the opportunity to support the mission of a dynamic, fast-paced team-based environment.

The successful candidate will work well in a busy, self-motivated environment that requires a high level of organization with attention to detail and a proficiency in multitasking and prioritizing tasks, as well as strong communication skills.

This is a part-time position that reports to the Nutrition Manager/Registered Dietician. We are located at 1145 Main St, Suite 107, Springfield, MA. This is primarily a remote position but requires approximately hours in our office and storage facility in Springfield organizing and coordinating deliveries.

### **Brief description of the typical functions:**

- Supports administrative functions and assists with the operation of Flexible Services Nutritional Program;
- Contact clients to coordinate and schedule deliveries of food and supplies;
- Schedule in house delivery staff;
- Coordinate weekly food purchases with local grocery stores;
- Act in accordance with standards of excellence at all times including maintaining professional ethics, boundaries and client confidentiality;
- Maintain information in a confidential manner regarding all staff;
- Performs miscellaneous job-related duties as assigned;

### **Skills Required:**

- Ability to gather data, compile information, and prepare reports. Ability to communicate effectively both orally & in writing;



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- Skill in organizing the administrative function;
- Organized, able to work under pressure, enthusiastic, energetic, flexible;
- Must be able to lift 20-30 lbs without assistance;
- Excellent customer service skills;
- Bilingual (Spanish) strongly preferred;
- Interest and knowledge of nutrition education preferred;
- Ability to think creatively with excellent problem-solving skills and share ideas;
- Willingness to be flexible, adaptable and work as a team with clients, volunteers and staff;
- Support other programs and staff as needed;
- Sensitivity to cultural diversity and the needs of individuals with low-incomes;
- Possess personal qualities and the ability to relate well with families, staff, outside agencies and the community where our clients live;
- Positive and can-do attitude; Willingness to learn, attend new and continuing education classes in order to grow;
- Ability to pay close and accurate attention to details;
- Ability to take initiative and work in a fast-paced and sometimes demanding work environment;
- Represent the organization in a professional manner;

Salary is \$18 per hour with a review after 90 days. Benefits: paid time off, holidays, 401K matching plan, wellness stipend

### **Specific Requirements**

This position will be occasionally assigned duties that require the operation of a motor vehicle. The incumbent must maintain access to a motor vehicle and possess a motor vehicle operator's license valid in the State of Massachusetts with proof of insurance. Due to our partnerships with local hospitals, we fall under the vaccine mandate. Therefore, the position also requires proof of COVID-19 and seasonal flu vaccinations.

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer.