



Revitalize
Community Development Corporation

240 Cadwell Drive
Springfield, MA 01104
Tel: 413-788-0014
www.RevitalizeCDC.com

Revitalize Community Development Corporation Program Assistant Part-Time

About Revitalize CDC: Since Revitalize CDC's (RevitalizeCDC.com) inception in 1992, the organization has completed over 1,500 homes with the help of 10,000 volunteers investing \$54 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 sorting and delivering healthy groceries. This program partners with Baystate & Health New England's BeHealthy program to provide food and nutrition education to low-income clients with diabetes. This position works closely with our Delivery Coordinator and Registered Dietitians and requires use of a personal vehicle to deliver groceries. 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 Delivery Coordinator and Nutrition Manager/Registered Dietitians. We are located at 240 Cadwell Drive, Springfield, MA. This position requires work in our storage facility and travel around Hampden, Hampshire and possibly Franklin counties.

Brief description of the typical functions:

- Deliver groceries in an efficient manner, ensuring accurate and timely delivery in accordance with food safety standards;
- Supports administrative functions and assists with the operation of Flexible Services Nutritional Program;
- Contact clients to coordinate and schedule deliveries of food and supplies;
- 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:

- Bilingual (Spanish) preferred;
- Must be able to climb stairs, lift and carry 20-30 lbs without assistance
- Familiar with Springfield and surrounding areas; ability to navigate around Hampden, Hampshire and Hamden counties;

- Excellent customer service skills;
- Organized, able to work independently, enthusiastic, energetic, flexible;
- Interest and knowledge of nutrition education preferred;
- 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;
- Ability to pay close 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 \$20 per hour with a review after 90 days. Benefits: paid time off, holidays, 401K matching plan, wellness stipend. Mileage is reimbursed at the rate of .655 cents per mile.

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, booster, and seasonal flu vaccinations.

Revitalize Community Development Corporation is a Drug and Smoke Free Workplace and an Equal Opportunity Employer.
Women and Minorities are Encouraged to Apply