



Program & Special Projects Associate (Part-Time)

Are you a compassionate, service-oriented person who would be excited to work as part of a small team to support people in need in our community? Second Chances works at the intersection of human services, basic human needs, and reuse/recycling to provide empowering clothing to members of our community who are experiencing poverty and housing instability.

Second Chances puts donated clothing to work for our community, diverting clothing, shoes, and accessories from local landfills while helping our neighbors in need take their first steps toward brighter futures.

What You'll Do

Program

Work with Program & Operations Manager to deliver high-quality, free, used and new clothing to our partners' homeless and low-income clients.

- Process clothing donation requests, select clothing for clients, and deliver clothing to shelters and service providers
- Support planning and logistics for clothing drives hosted by local businesses and organizations, including providing marketing materials and support
- Track and maintain program data
- Provide administrative support for the clothing donation program
- Manage in-kind donation inventory

Special Projects

To the degree that interest, skills, and needs allow, special projects may include the following:

- **Communications:**
 - Generate photos and ideas for communications, including social media, in collaboration with other members of the team
 - Develop ideas and copy for Second Chances e-newsletters, community report, website, media releases, and other communications
- **Events:**
 - Support event planning, logistics, and communications for fundraising, clothing drives, and community-building events
- **Resource Development:**
 - Assist with fundraising and grant writing efforts
- **And more**

Skills and Characteristics You'll Have

We're looking for a flexible, enthusiastic team member who can embrace our mission and community.

- Organized, detail-oriented

- Strong written and oral communication skills
- Relationship-builder
- Creative problem-solver
- Both collaborative and able to work well independently
- Trustworthy, flexible, dependable
- Experience with homeless and low-income clients and constituents preferred
- Proficient with Microsoft Office programs, Google Business Apps, and Windows. Experience with databases, project management, and graphic and website design tools a plus.

Requirements

- Valid driver's license is required, satisfactory driving record, and a reliable vehicle
- Ability to pass CORI background check
- Able to regularly carry and lift 30-40 pounds of clothing and climb at least three flights of stairs

Nice To Know

Working as part of a small team provides some unique opportunities, including exposure to and input into many aspects of our program and operations, with a focus on service delivery and building and maintaining relationships.

Pay rate starts at \$24 per hour and more, commensurate with experience. Mileage and parking allowance available as well as business parking permit(s).

This is a part-time, non-exempt position. We anticipate hiring someone for 15 to 20 hours per week, with approximately 65% of work to be conducted in-person Monday to Friday between 9 a.m. and 5 p.m., split between our office in Union Square, Somerville and our warehouse near Kendall Square, Cambridge. Most weeks there will be flexibility about where and when the other 35% of the work occurs.

In addition to mileage and parking, benefits include sick time and professional development opportunities.

Reports to: Program & Operations Manager (for Program-related responsibilities) and CEO (for Special Projects)

To apply:

Please send a resume and cover letter highlighting what excites you about the position and field as well as the unique value(s) you would bring to our team to hire@secondchances.org. No phone calls, please.

Learn more about Second Chances at www.secondchances.org

Second Chances is an equal opportunity employer and actively seeks to build a diverse workplace. People of color, members of the LGBTQIA+ community, and people with disabilities are encouraged to apply.