



Program & Special Projects Associate (Part-Time)

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.

We're seeking a flexible, enthusiastic team member who will embrace our mission and community. The ***Program & Special Projects Associate*** is an important member of our small team. The position is part-time and non-exempt, generally 15-20 hours a 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.

Working within a small organization can provide 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.

Service Delivery

The primary focus of this position is working with our Program & Operations Manager to deliver high-quality, free clothing to our partners' homeless and low-income clients. This includes:

- Processing clothing donation requests, selecting clothing for clients, and delivering clothing to shelters and service providers
- Supporting the planning and logistics for clothing drives hosted by local businesses and organizations, including personalizing and providing marketing materials for partners
- Proactively managing and maintaining our supply of new clothing
- Collaborating on program evaluation and marketing activities
- Accurately tracking and maintaining program data
- Providing administrative support for the clothing donation program

Special Projects

To the degree that organizational needs and the candidate's skills and interests allow, they will work with our CEO and Program & Operations Manager on additional projects, which may include the following:

Communications

- Generating photos, videos, and ideas for communications, including social media, in collaboration with other members of the team
- Developing ideas and creating content for Second Chances e-newsletters, community report, website, media releases, and other communications
- Gathering client and partner quotes, stories, and feedback

Events, Resource Development, and More

- Supporting event planning, logistics, and communications for fundraising, clothing drives, and community-building events
- Assisting with fundraising and grant writing efforts

Requirements, Skills, and Characteristics

- 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
- Organized and detail-oriented
- Strong written and oral communication skills
- Relationship-builder
- Creative problem-solver
- Both collaborative and able to work well independently
- Experience working in a nonprofit or government environment and/or working with homeless and low-income clients and constituents preferred
- Proficient with Google Workspace, Microsoft Windows and Office programs important
- Experience with databases, project management, and graphic and website design tools a plus

Reports to Program & Operations Manager for program-related responsibilities and CEO for special projects.

Pay rate starts at \$24 per hour and more, commensurate with experience. Mileage and parking allowance available as well as business parking permit(s). In addition to mileage and parking, benefits include sick time and professional development opportunities.

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 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.