

Christmas Basket Program Coordinator



Position Summary

The Christmas Basket Program Coordinator is responsible for the successful operation of the Christmas Basket Program. That success will be marked by engaged donors, well-served recipients who are housing insecure, and a program that pays for itself. The Xmas Basket Coordinator reports to the Executive Director and helps oversee the Development Assistant's work on the Christmas Basket Program.

Position Responsibilities

- Run logistical aspects of program. Arrange for potential recipients to register, enter recipient, information into database, match recipients with donors, arrange for pick-up of gifts and facilitate gift pick-up.
- Manage the online databases of recipients, organizations, and donors.
- Recruit volunteers for approximately six summer registration days and approximately fifteen winter distribution days. Ensure there is staff present on each day to manage the volunteers.
- Write email and letter communications to parishes, donors, and recipients that clearly articulate both mission and logistics.
- Keep open, honest lines of communication with the Executive Director.
- Honor the 100-year legacy of the program while helping to form a model program that includes both charitable and systemic solutions.
- Communicate in a timely way with recipients, donors, and parishes.
- Perform other duties as assigned.

Position Requirements

- Proven ability to run complex, logistical operation.
- Strong working knowledge web-based databases.
- Proven ability to work with volunteers.
- Understanding of Episcopal parishes.
- Ability to teach diverse communities about homelessness and the way the Xmas basket program fits into a commitment to honoring the dignity of vulnerable populations.
- Ability to work remotely as well as to be present for evening and weekend volunteer programs.
- Commitment to the mission of the ReVive Center.

Compensation

- \$25/hour

Time

- ~ 10 hours per week
- Six Saturdays in June and July
- Two weeks of daily work in December – Pickup and Drop off

To express interest, please email with interest and attached resume to Peter Lane
plane@revivecenter.org