

3.28.24

Seasonal (Temporary) Fulfillment and Event Specialist

About Us

God's Love We Deliver, a nonsectarian organization, is the New York metropolitan area's leading provider of life-sustaining meals and nutrition counseling for people living with severe illnesses. Begun as an HIV/AIDS service organization, today God's Love provides for people living with more than 200 individual diagnoses. God's Love cooks and home delivers the specific, nutritious meals a client's severe illness and treatment so urgently require. Meals are individually tailored for each client by one of our Registered Dietitian Nutritionists, and clients have access to unlimited nutrition counseling. God's Love supports families by providing meals for the children and senior caregivers of our clients. All of our services are provided free of charge to clients.

About the Role:

We seek a Seasonal (Temporary) Fulfillment and Event Specialist to join our Events Department. **This is a full-time seasonal opportunity that will begin in August and continue through the end of December 2024. This role will require work onsite at God's Love We Deliver.** The Seasonal (Temporary) Fulfillment and Event Specialist is responsible for managing the God's Love catalog fulfillment process: high volume seasonal orders of holiday cards, cookies, brownies, and other gift items. This individual is also responsible for receiving and tracking large volumes of individual and corporate orders and determining the order in which to process them based on deadlines, preparation time and packaging. In addition, the Seasonal (Temporary) Fulfillment and Event Specialist will assist with other administrative tasks related to our Fall events. If you're looking to join a team of dedicated professionals making an impact across the NY metro area, this is the place for you!

- Monday through Friday.
- A rewarding work environment: Supporting our operations providing nutritious meals to New Yorkers living with severe illness.
- A collaborative work environment: Everyone works together to contribute their talents and their ideas.
- A fun work environment: Periodic staff lunches and Happy Hours; an annual staff retreat to focus on team learning and team-building; a fun Holiday Party to celebrate our staff
- An inclusive work environment: Celebrating diversity, equity and accessibility, valuing the unique perspectives and life experiences that all employees bring to work.
- **This position requires on-site work.**
- This is a Full-Time non-exempt position, paying \$24.00 hourly.

Essential Duties and Responsibilities:

- Coordinate the fulfillment process of the God's Love catalog gifts during the holiday season, review orders, determine appropriate scheduling of process, and package for delivery.
- Liaise with the Kitchen staff to confirm inventory and special order needs to fulfill orders on time.
- Assist with any holiday related events and promotional activities.
- Package orders in the appropriate packaging. Ensure shipping with timely delivery.

This role may also include some or all of the following responsibilities:

- Assist with the data entry and outreach for the Race to Deliver.
- Assist with support of staff engagement activities.
- Assist the Events team with miscellaneous holiday-related fulfillment and administrative tasks.

About You:

You are highly self-motivated with a strong work ethic. You take pride in performing your work in a timely and professional manner. You are looking to be part of a collaborative, team-oriented environment with an important mission to complete.

In addition, you meet the following requirements:

- Bachelor's Degree.
- Minimum of two (2) years of relevant experience (e.g., work in fulfillment, mail order programs, event planning, special events) strongly preferred.
- Strong written and oral communication skills.
- Detail-oriented with strong organizational skills.
- Thrive in a fast-paced work environment, and work with a sense of urgency.
- Able to use good judgment and solve problems quickly, appropriately, and effectively.
- Able to work independently and collaboratively with others.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint)

Interested in Applying for this Role?