



Resource Organizer Extraordinaire

Department: Harvest for Health
Reports to: From the Ground Up Manager
No. of Volunteers Needed: One
Date requested: Ongoing

Position Overview:

- Create a sustainable system of organization for resources and materials such as recipes, cookbooks, cookware, educational materials, curriculum, and academic articles; these items are utilized through Harvest for Health's many community initiatives and shared with various Capital Area Food Bank departments

Primary Duties:

- Conduct a resource and materials inventory cross-departmentally
- Devise an intuitive and sustainable system for organization
- Implement the system and train staff in its use

Minimum Requirements:

- Good organizational skills
- Ability to think broadly and in detail
- Proficiency in Microsoft Office
- Good communication skills
- Ability to work independently

Physical Requirements:

- None

Volunteer Work Schedule:

- Any day during work week
- CAFB business hours 8:30am-5:00pm & possibility to work from home

Position Location:

- Possibility to work at the DC or VA warehouses, or remotely from home.

Impact of this volunteer opportunity:

- Increase the efficacy of CAFB Programs by reducing money spent on materials and time spent finding and securing them

How to Apply:

- Visit <http://www.capitalareafoodbank.org/ambassador-volunteers/> and fill out the Ambassador Volunteer Application. Send any questions to volunteer@capitalareafoodbank.org.

Thanks for your interest in the Capital Area Food Bank!

DC Warehouse: 645 Taylor St, NE; Washington, DC 20017 | 202-526-5344
VA Warehouse: 6833 Hill Park Drive, Lorton, VA 22079 | 703-541-3063