



Operations Assistant, Part-time – Smart, Quick-thinking, Problem Solver For a Good Cause

Ronald McDonald House Charities is seeking a part-time Operations Assistant to join our growing Operations Team. This part-time position will work 18 hours each week, Sunday, Monday, and Tuesday, from 10:00am to 4:00 pm. The potential to pick up more hours and to grow in this role will be possibilities for the right person.

The primary shift location will be at our South Waterfront location near the base of the OHSU Tram. The pay rate for this position starts at \$16-\$17 per hour.

The Operations Assistant is a key member of Building Operations Team and will be focused on supporting our food program, inventory and supplies, deliveries between our houses, and all things logistics to support our team as needed. Our Building Operations Team is a fun group that brings a wide range of skills to our everyday work of supporting our Guest Services Team and the families we serve across our two houses. We are looking to add the right person to grow with us and help us take this to the next level.

The right fit for this position will have a great attitude, will be eager to jump in and help out with whatever is needed and be willing to tackle a wide range of tasks. A high level of attention to detail, a love of seeing things organized and running smoothly, and a desire to work with a service and mission first attitude are all important characteristics we are looking for. A valid drivers license is a must.

How to apply: Go to the following link, complete the brief application, and upload your resume. If you need support, please email eric.brown@rmhcoregon.org.

Go to: [Ronald McDonald House Charities Application](#)

About You:

- You love to jump in and help out and are eager to problem solve.
- You thrive on variety and enjoy learning and understanding how things work.
- You are organized, like to plan, and get excited about building and improving systems.
- You are experienced with taking inventories, organizing supplies, and you are looking for the chance to put your skills to use helping families and children from all walks of life.
- You are flexible, willing to take on a wide range of tasks, and are a good communicator.
- You have an eye for detail and an intrinsic desire to see things done well.

- You are committed to supporting a diverse work environment, helping foster a workplace in which individual differences are recognized, appreciated, and respected.

About Us:

- RMHC Oregon provides a "home away from home" for families with seriously ill children and supports initiatives to improve pediatric health. For more information on our mission, history, and programs, please visit www.RMHCOregon.org
- RMHC Oregon is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are dedicated to being a place where a diverse mix of talented people want to do their best work. We recruit, employ, train, compensate, and promote regardless of race, religion, color, national origin, sex disability, age, veteran status, and other protected status as required by applicable law.
- In 2020 we were voted the #4 in the Oregon Business Magazine's Top 100 nonprofits to work, having made this list for 12 years in a row.

