



Operations Assistant, Part Time: Smart, Quick-thinking, Problem Solver for a Good Cause

Ronald McDonald House Charities of Oregon & SW Washington is seeking a part-time Operations Assistant to join our growing Operations Team. This part-time position will work 20 hours each week, Tuesday through Friday, from noon to 5:00 pm. The potential to pick up more hours and to grow in this role will be possibilities for the right person.

Shift locations will vary between our two Portland Ronald McDonald House locations, with two to three shifts each week at our South Waterfront location, near the base of the OHSU Tram. The pay rate for this position starts at \$15-\$16 an hour.

The Operations Assistant is a key member of Operations Team, and will be focused on facility maintenance and repairs, troubleshooting guest and staff technology, and supplies and inventory logistics. Additionally, the Operations Assistant will be a key point of contact for our housekeeping, laundry, and facility contractor and vendor partners. Our Operations Team brings a wide range of skills to the everyday work of supporting the families we serve and our staff and volunteer teams across our two Portland locations. 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 experience and be eager to learn more about facility maintenance, repairs, and building systems. Additionally, experience with technology including computers and mobile devices and networks, and an interest in tackling a wide range of tasks that go into making our guest families comfortable is key. If we put some tools in front of you, you should know what they are, how to use them, and be excited to figure it out. You must have a valid driver's license.

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're experienced with repairs and fixing things 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're looking to grow with our amazing statewide team as part of an organization that was voted one of the top nonprofits to work for in 2019!

About Us:

Ronald McDonald House Charities of Oregon & SW Washington provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.

Our independent statewide chapter is 34 years old with four Ronald McDonald Houses that provide housing, comfort and support for 128 families every night. For more information on our mission, history and programs, please visit www.RMHCOregon.org

Join our passionate, fun-loving team as we strive together to provide a much-needed service to families from all over the world who come stay at our houses.

To apply, send a cover letter and resume to opsassistant@rmhcoregon.org, attention: Andy Olds.

The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.

