



**Ronald McDonald
House Charities®**
Oregon & SW Washington

Ronald McDonald House Charities is seeking a part-time Operations Coordinator to join our growing Building Operations Team. This position is for 20 to 24 hours each week with a schedule of Monday, Tuesday, and Wednesday from 8:30 to 5:00 pm. There may be flexibility in the work schedule and the potential to pick up more hours and responsibilities.

- **Part-Time, 20-24 hours per week**
- **17.50/hour**
- **Schedule: Monday, Tuesday, Wednesday 8:30am-5:00pm**

The primary shift location will be at our Portland South Waterfront House near the base of the OHSU Tram. The pay rate for this position starts at \$17.50 per hour. Benefits include paid sick time, the ability to contribute to a retirement plan, and a free annual Tri-Met pass.

The Operations Coordinator is a key member of the Building Operations Team and is focused on supporting our RMHC programs with a focus on supplies, inventory, and logistics. Examples of duties include regular supply inventories, receiving and stocking house and food supplies, deliveries between our houses, and all things logistical to support our team as needed.

This is a dynamic and flexible role and is perfect for someone who likes to be active, likes when things are organized and running smoothly, and wants to make a difference working with others that are mission focused. Our Building Operations Team is a fun group of people who bring a wide range of skills to our everyday work of supporting our Guest Services Team, Volunteers, and the families we serve across our two houses in Portland. We are looking to add the right person to grow with us and help us take our operations to the next level.

The person with 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 will be willing to take on a wide range of tasks. A high level of attention to detail, an interest in working with others and growing with our team, and a spirit of service are all important characteristics we are looking for. Applicants must have a valid driver's license and be fully vaccinated against Covid-19.

About You:

- You love to jump in to 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 love to count and organize things, and you are looking for the chance to put your skills to use in service to sick children and their families.
- 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 team of employees, 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 have been voted as Oregon Business Magazine's 100 Best Nonprofits to Work For in Oregon 12 years in a row.