



DEMANDING CHANGE
Ending Homelessness

Job Title: Run Coordinator
Location: Summit/Newark, New Jersey
of Openings: 2

Who We Are:

Bridges is a rapidly expanding, leading non-profit organization specializing in ending homelessness. Bridges began as an outreach organization feeding people experiencing homelessness. Today, these outreach services act as a gateway to forming relationships with our clients and for Bridges to offer individual case management services focusing on health, housing and independence. This unique offering has contributed to our remarkable growth and is the differentiator that sets Bridges apart from other organizations. Our team has worked hard to build a reputation of meeting people where they are physically and mentally, effectively providing housing solutions, and by focusing on exceeding the expectations of our clients, our service providers, volunteers and donors. If you have a startup mentality and are passionate about impact-driven work, join us as we strive to give our clients a front door of their own.

Who We Are Seeking:

We are looking for a dynamic, compassionate individual who thinks strategically and outside the box to be a Run Coordinator for our growing programs! We need someone collaborative who will cultivate relationships with our clients, volunteers, donors and neighbors. Our Run Coordinator needs to be a motivated, service-orientated self-starter who is attentive and dependable. This position services both our internal and external clients.

What Will You Do

The Bridges Operations team is responsible for all things needed for our Outreach Engagements. This team's mission is to understand our clients' needs so we can have the items they need when we engage with them. As a Run Coordinator, you will need to coordinate the tasks of each Outreach Run event and transport the items to and from locations. The position also directly interacts with our clients and volunteers, and the ability to lift at least 50 pound boxes.

Responsibilities

- Maintain and manage Outreach Run inventories
- Track and replenish inventories at Outreach Events
- Provide guidance and supervision to volunteers during events, programs and special activities
- Help maintain all of Bridges' assets
- Flexibility to adapt your schedule based on the needs of the day
- Compassion to work with a diverse demographic
- Effectively prioritize to manage multiple tasks
- Special projects and data collection as needed

Requirements:

- High School Diploma or equivalent
- Valid Driver's License with no points
- Valid Insurance
- Must be able to lift 50 pounds at minimum
- 90% plus travel required (company vehicle provided)
- Availability: Weekday & weekend availability a must

Additional Qualifications, Strengths & Skills

- Experience driving a cargo van or box trucks
- Excellent written and verbal communication skills
- Sensitivity to economic and sociological barriers
- Bilingual (English & additional)

Internal Information

Job Type: Full-Time

Salary: \$15-\$19/hour

Home Office: Summit, NJ

Schedule: Minimum of 30-40 hours (Overtime available with prior approval)