



DEMANDING CHANGE
Ending Homelessness

Job Title: Operations Associate
Location: Summit/Newark, New Jersey
of Openings: 1

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 an Operations Associate for our growing programs! We need someone collaborative who will cultivate relationships with our clients, volunteers, donors and neighbors. Our Operations 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.

Key Responsibilities:

Client Services & Drop-In Center Support:

- Assist with daily operations at the Drop-In Center, ensuring a welcoming and organized environment.
- Provide direct support to clients by distributing supplies, assisting with intake, and connecting them to available resources.
- Maintain accurate records of client services and interactions.
- Ensure cleanliness and organization of the space to create a safe and respectful atmosphere.

Outreach Run Coordination:

- Assist in planning and executing Outreach Runs, ensuring supplies are packed and delivered efficiently
- Engage with individuals experiencing homelessness, providing essential items and building trust.
- Support volunteer teams during Outreach, offering guidance and ensuring safety procedures are followed.
- Track inventory usage and ensure necessary items are replenished for future runs.

Packing Events & Logistics:

- Help organize and oversee Packing Events, ensuring volunteers efficiently assemble care packages and supply kits
- Maintain accurate inventory of donated items, ensuring an efficient and organized workflow.
- Assist in processing incoming donations, sorting and categorizing items for distribution.

Administrative & Team Support:

- Assist with scheduling and supervising volunteers for Outreach, Drop-In Center and Packing Events
- Provide administrative support, including documentation, reporting and data entry.
- Communicate effectively with staff, volunteers and community members.
- Ensure compliance with safety and organizational policies.

Compensation & Benefits:

- Competitive salary based on experience
- Health benefits, PTO and other organizational perks
- Opportunities for professional growth within Bridges Outreach

Requirements:

- High School Diploma or equivalent
- Valid Driver's License with no points

35 Halsey Street • Newark, New Jersey 07102
Summit/Administrative: 908-273-0176 • Newark/Project Connect: 973-723-2307 •
info@bridgesoutreach.org

- Valid Insurance
- Must be able to lift 50 pounds at minimum
- 90% plus travel required (company vehicle provided)
- Availability: Weekday & weekend availability a must
- Monday-Friday: Open availability required.
- Weekends: A maximum of two weekend shifts per month may be required for Outreach or special events.
- Nights: A maximum of two night shifts per month may be required for Outreach Runs or special programming.

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: Part-Time

Salary: \$15-\$18/hour

Home Office: Summit, NJ

Schedule: Minimum of 15-25 hours (Overtime available with prior approval)