



Every one. All ways.

Resource Center Assistant Manager Job Description

About WMCS

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crises with vital support taking many forms – supplying food, clothing and household items, referrals for county, state or federal support services, sponsorship of other local non-profits providing important services, and much more to community members in need.

Job Overview

We are seeking a dedicated and responsible individual to join our compassionate team as our Resource Center Assistant Manager, working under the Manager. The Resource Center provides food, financial assistance, and referrals to community members in-need. It is the heart of WMCS and the go-to stop for community members seeking support.

This role will frequently interact with those who are experiencing mental health challenges, in crisis, experiencing homelessness, and/or prefer to use Spanish to communicate.

Pay: \$21 - \$23 per hour depending on experience.

Job type: in-person, at least 35 hours per week.

Ideal start date: as soon as possible

Schedule: Monday through Friday, 9am – 5pm.

Location: WMCS Resource Center and Food Pantry in Point Reyes Station, CA.

Benefits: 10 days paid vacation per year, 10 days of sick leave per year, 2 Personal Days (Floating Holidays) per calendar year (one every 6 months), 7 paid holidays per year, and employer paid health insurance, enrollment in CalSavers retirement program

Application: Please send resume and cover letter to hiring@westmarincs.org

Position Summary and Duties

- Provides support to clients applying for WMCS services and prepares packets including applications and other documents.
- Submits clients' cases to Manager for review/assessment.
- Supports WMCS projects/programs serving the community.
- Assists Manager with Food Pantry and programmatic operations: deliveries, food stock management, and general safety of Resource Center.
- Receive participants with welcoming demeanor, facilitate safe space at Resource Center.

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956
415-663-8361 www.westmarincommunityservices.org



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

- Answer organization phone calls and emails, directs calls and messages to applicable staff members in a timely manner.
- Coordinate and support, special project/programs and other issues affecting the community, including the Latino Population.
- Attend meetings and trainings, set up/clean up and general assistance with events and workshops, making phone calls, translation/interpretation, clerical duties, and other tasks.
- Record keeping for the special projects/programs as requested, such as attendance.
- Assist with general Resource Center duties and coverage if manager is absent.
- Assist with other programs including casework, Holiday Food and Gift, Tax Prep Day.
- Assists with other program areas and other general duties as requested.

Preferred Competencies

- Experience in assisting community programs, especially in non-profit organizations.
- Proficiency in computer use, especially Microsoft Office Suite and databasing programs.
- Organized and able to prioritize tasks; strong time management and attention to detail.
- Understands the needs of low-income individuals and families in West Marin.
- Experience working with food storage and front desk responsibilities.
- Minimum of Highschool or GED diploma.
- Understanding of the needs of low-income individuals and families in West Marin.
- ServSafe Food Handler's license either current or expecting to renew.
- Bilingual in English and Spanish, verbal and written.

Minimum Qualifications

- Able to lift/move items up to 50 lbs.
- Able to sit and work at the computer for long hours.
- Must possess and maintain a valid California Class C driver's license with satisfactory record.

Equal Opportunity Employer Committed to Workforce Diversity

WMCS policy on equal employment opportunity prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all the above qualifications and qualifications. Preference will be given to applicants who speak Spanish.**

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956
415-663-8361 www.westmarincommunityservices.org