



**POSITION TITLE: Operations Associate (temporary with potential for full-time hire)**

**ORGANIZATION OVERVIEW**

Real Resources is a nonprofit Christian faith based organization that's core purpose is to serve churches by providing Christ centered resources and experiences for ministry.

**TEAM OVERVIEW**

The Operations Team is responsible for serving and resourcing of the departments and ministries of Real Resources (YouthWorks, Youth Specialties and BigStuff) in the following areas: supply management, building maintenance, administrative functions, office support, vehicles, and coverage of the front desk.

**POSITION OVERVIEW**

The Operations Associate (temporary) is responsible for assisting in the preparation and procurement of resources for each of the different departments within Real Resources. This includes maintenance of the warehouse, shipping/receiving, inventory control, warehouse management, media equipment, and supplies for ministry sites.

**DUTIES/RESPONSIBILITIES**

**A. Office and Warehouse – Storage and Maintenance**

The Operations Associate will perform minor repairs and maintenance in the Real Resources office and will manage the storage of supplies and resources in the Minneapolis warehouse and other locations.

- Assist in shipping and receiving of materials and supplies to and from the Real Resources office
- Serve as a liaison to landlord in managing supplies and resources stored in the Minneapolis warehouse, including assisting in maintenance of map tracking all items stored
- Monitor inventory and storage of supplies and resources at other locations, i.e., storage at summer mission sites and regional offices/facilities
- Ordering, maintaining and installing office supplies as able
- Facilitate collection of paper products and other disposal items for recycling at the Real Resources office
- Assist in moving and light maintenance of office furniture and equipment

**B. Site Boxes and Other Ministry Resources**

The Operations Associate will serve as member of Summer Task Force and oversee the preparation, loading and distribution of site boxes and other resources for use in the summer ministries programs.

- Oversee preparation and collection of site box supplies and resources and utilization of volunteers in preparing site boxes for summer mission program
- Facilitate collection, storage and distribution of other resources utilized in summer mission program, i.e., t-shirts, banners, devotional books, Bibles, etc.
- Assist training staff in distribution of materials for use at staff training sites
- Assist teams with large photocopying projects

**C. MotorWorks Assistance**

- The Operations Associate will assist MotorWorks Associate in transporting vehicles and/or light vehicle maintenance
- Primary facilitator of vehicle check-outs to office staff and staging vehicles for out of town staff
- May travel to assist MotorWorks Associate with out of state vehicle maintenance

**D. Additional Tasks**

- Additional tasks which support the overall ministry of Real Resources may be assigned



## MINISTRY POSITION DESCRIPTION

### POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vital and growing relationship with Jesus Christ and comfortable sharing their faith story and expression of faith as part of their regular job duties and responsibilities
- Commitment to the Core Purpose & Values of Real Resources
- Self-motivated and servant-hearted with a flexible spirit
- Outstanding organization, detail-orientation and multi-tasking ability
- Excellent communication and interpersonal skills
- Mechanical aptitude with basic knowledge of minor repair and maintenance for buildings preferred
- Approved to drive Real Resources vehicles in accordance with insurance requirements. Ability to obtain CDL certification will be required
- Capable of completing tasks involving repetitive motion and lifting of heavy objects (including items 50 pounds and greater)

**REPORTING:** The Operations Associate reports to the Warehouse Manager

**TRAVEL:** Minimal travel varies during the year, and includes out of state travel as needed to attend conferences, ministry events, and staff gatherings. Attendance at Youth Specialties, Planet Wisdom and YouthWorks events may be required (dates determined annually).

**HOURS:** This temporary position is full-time and will require some evening and weekend hours as operational needs necessitate (especially during out of state travel). There is potential for this position to become hired regular full-time.

**COMPENSATION AND BENEFITS:** Pay commensurate with Real Resources established guidelines, eligible for limited benefits as defined in Employee Handbook.

**CONTACT:** Please submit resume, cover letter and inquiries to the Human Resources team, by e-mail to [hr@realresources.com](mailto:hr@realresources.com)