EL CENTRO DE LA RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: CHRISTMAS TREE PROJECT ASSISTANT
Pay Status: Executive _______ Management _______ Staff _______ X _______
            Contract _____ Exempt _____ Non-Exempt _____ X _____

Reports To: Director of Housing and Economic Development
Written By: Associate Administrator    Approved By: Executive Director

POSITION SUMMARY

Under the supervision of the Christmas Tree Project Coordinator and Director of Housing and Economic Development, this temporary/part-time position will support the operations of a Christmas tree sales lot at El Centro de la Raza during the Holiday Season. This position will support inventory of trees, sales and coordination of volunteers. The funds raised by the Christmas Tree sales will support the 43 programs and projects of El Centro de la Raza.

Operations will begin on Saturday, November 17, 2020. The lot will open Sunday November 22, 2020 and will end on Sunday, December 20, 2020. The hours of operation will be Monday-Friday 3:30 pm-8:00 pm and Saturday and Sunday from 11:30 am-8:00 pm.

ESSENTIAL FUNCTIONS

- Assists the sales of the Christmas Trees Fundraising Project for El Centro de la Raza.
- Receives and maintains inventory of trees.
- Assists in supervising volunteers that will assist with project.
- Will decorate lot, and maintain the lot to provide a clean and safe environment for customers. Empties trash cans from the area.
- Assists with sales, customer service, restocking of trees, securing trees to vehicles, trimming trees and tree trunks. May need to operate power tools.
- Follows established COVID-19 protocols relevant to the position.
- Other related duties as assigned.

MEASURABLE STANDARDS

- Ability to comprehend and follow specific instructions.
- Maintains a work pace appropriate to a given work load.
- Ability to make decisions without immediate supervision and/or notify supervision if appropriate.
- Ability to perform simple to complex and varied tasks.
- Must demonstrate a strong initiative and be a team player.
- Must be dependable, honest and able to work alone.

**JOB QUALIFICATIONS**

**Essential minimum skills, education, and experience:**

- Ability to use and maintain various tools and equipment required to perform work functions.
- Understanding and a basic ability to communicate in English.

**Additional Preferences and Responsibilities:**

- Previous experience in sales and customer service.
- Bilingual Spanish/English preferred.

**WORKING CONDITIONS/ENVIRONMENT**

Work may be both inside of the building and on the El Centro de la Raza grounds. May have to work in inclement weather. Hours not guaranteed and vary based on scheduling needs. On call for additional hours. Ability to lift a minimum of 40 pounds with each arm, or a total of 80 pounds.

**NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check due to working conditions that require independence and exposure to personal and company property. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job.

**APPLICATION PROCESS**

Please send resume to Shannon Armstrong at sarmstrong@elcentrodelaraza.org, if you have questions, please call 206.957.4626.