

# Numana, Inc.

**Job Title:** Event Leader and Operations Asst. (AKA: Road Warrior, Party Planner, Bossman of the Box Truck, Captain of Controlled Chaos)

## Summary

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Travel to Numana packaging events across the country and lead large groups of volunteers in food packing events. Complete pre- and post- event logistical tasks, as well as general labor and warehouse tasks. This position requires a commitment to excellence, high attention to detail, and displaying a lot of energy and enthusiasm with volunteers.

## Primary Duties and Responsibilities

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- **Ability to share the Numana mission and impact to our local and international partners.**
- Travel to and from Numana events in a 26' box truck.
- Perform all aspects of event duties as necessary, including:
  - Public speaking
  - Lead and perform setup and tear-down at packaging events.
  - Maintain the flow of supplies and manage inventory
  - Operate forklifts and pallets jacks to properly load and unload trucks.
  - Quick problem solving and the ability to “throw the plan out the window” if necessary
  - Delegate tasks to volunteers while also encouraging and supporting them.
  - First one in - Last one out.
- Create and sustain relationships with event hosts, volunteers, and donors beyond the event.
- Assist in warehouse with loading, unloading, and other warehouse duties as needed.
- Other tasks as assigned.

## Experience and Skills

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- Commitment to support, promote, and communicate Numana’s mission and goals in a professional manner.
- Able to travel to local and out-of-state events.
- Must be able to responsibly drive a box truck for long distances to and from events. (CDL not necessary)
- **Able to be on your feet for 8+ hours, push, pull, lift 50 lbs. repeatedly, bend, twist, and occasional dancing.**
- Enthusiastic, engaging, and appreciative at all times during events.
- Experience asking for and encouraging donations.
- Strong communication skills, including public speaking experience.
- Flexible, adaptive, and able to problem-solve in a highly-variable environment.
- Able to respectfully communicate and serve with diverse groups varying in age, religion, ethnicity, ability level, etc.
- The courage to jump in and solve a problem as it presents itself.
- Valid driver’s license required throughout employment.
- Experience with pallet jacks and forklifts preferred, but not required.

## Schedule and Details

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- 40 hours per week- schedule varies depending on event calendar.
- During busy seasons, some overtime hours may be required.
- Average 8-10 travel days per month.
- Benefits eligible, full time, exempt (salaried) position.
- Reports to Operations Manager.

Salary, based on experience/skills \$30,000 - \$38,000

Submit resume' to Lindsay Mills, [lindsay@numanainc.com](mailto:lindsay@numanainc.com)

