



## **Job Opportunity: HELP Center Associate**

### **About us**

United Way of Bucks County creates opportunities for quality education, financial stability, and good health to ensure real, lasting change for individuals and our communities.

### **What you can expect:**

- Excellent benefits (generous time off; we cover 100% of employee health insurance premiums)
- Safe and respectful work environment
- Casual work attire
- Lively atmosphere
- Rewarding work

United Way of Bucks County is looking for an enthusiastic, reliable, and committed team member ready to make a difference at our HELP Center in Bristol Borough.

The HELP Center is a Healthy Eating and Living Partnership. It provides food, home goods, cleaning supplies, and other essential items – always free of charge – to people who need assistance. Imagine a retail store, but without a register.

Our **HELP Center Associate** is responsible for managing and monitoring inventory, assisting clients and Member Agencies with shopping and pick-ups, helping United Way of Bucks County staff with product distribution and volunteer management, and coordinating aspects of building use with our partners.

This is an exceptional opportunity for someone who delivers outstanding customer service, has retail or warehouse experience, and wants to make a difference.

### **Primary responsibilities:**

- Consistently deliver exceptional customer service. All shoppers, program partners, donors, staff, and volunteers must be warmly welcomed and treated with respect and dignity.
- Pick-up or receive, load, unload, and deliver supplies and donations; track what products are distributed and/or needed.
- Manage and monitor inventory to ensure quick distribution to the community.
- Complete and organize paperwork; help with data entry as needed. This requires great attention to detail and the ability to meet deadlines.
- Reply to all questions and requests – internal and external – quickly, accurately, and professionally.
- Assist in coordinating freight for large and/or long-distance donations.
- Ensure that facilities are clean, organized, and safe for program operations.
- Proudly and professionally represent UW in the community as needed.
- Consistently demonstrate UW team values of collaboration, openness, accountability, and continuous improvement.
- Other duties as assigned.



**Other requirements:**

- Available outside traditional working hours, including several evenings and weekends each month.
- Able to regularly load, unload, sort, pack, and shelve items up to 50 lbs. You must be able to pull, push, lift (up to 50 lbs.), bend, squat, climb, walk, stand, and sit for extended periods.
- Occasionally assist in small repair projects (painting, drilling, hammering, product assembly, etc.).
- Help with basic general maintenance of HELP Center, including moving and creating displays.
- Able to use (or learn to use) a pallet jack, stacker, and/or forklift with proper training.
- Must be comfortable driving large vehicles such as a cargo van or box truck (no CDL required).

**Job Type:** Full-time

**Salary:** \$38,000.00 - \$42,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

**Schedule:**

- 8-hour shift
- Day shift
- Evening shift
- Monday to Friday
- Weekend availability

Ability to commute to Bristol, PA 19007 is required.

Driver's License is required

If this job is right for you, please submit a cover letter and resume to [jobs@uwbucks.org](mailto:jobs@uwbucks.org). **You MUST include a brief note or cover letter that explains why you are interested in this position and why you think you are a good fit. Nothing fancy, but you will not be considered for this job without one.**