LOGISTICS ASSISTANT

Posting ID: EM1930755F


Position Type: Part-Time

College Major(s): Civil Engineering (CEE), Electrical/Computer Engineering (EE/CpE), Computer Science (CS)

Company Website: https://www.sherofoundation.org/

Work Location: Las Vegas

Salary: $15/hr

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student, Alumni

OVERVIEW

B.E. A S.H.E.R.O. foundation’s mission is to provide resources needed to support, sustain and empower young girls and women under the age of 25 who have been abused, abandoned, and exploited. We intend to accomplish this mission by bringing other agencies with similar missions together and being a resource center for these organizations.

Roles and Responsibilities
We need a Logistics Assistant to work with the Logistics Chair to:
- Review organization’s processes and help create/execute continuous improvement process
- Convert all processes and all the things we do into SOPs
- Develop MS Project files for all Events and Projects

Education and Qualifications
Strong experience in Process Improvement and documentation
MS Project or similar software
Strong Excel Skills
Experience working with non-profit organizations (501 3Cs) is preferred but not required.
This is a great job for a student because:
- It is only 15 hours a month
- The BEASHERO Foundation includes many influential and well-connected people in Las Vegas. It is a great opportunity to make contacts and network while contributing to a very important cause.

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How to Apply
Please send resume or information to: bcleland@tpclv.com