



G.A.P Coordinator

God Always Provid**ES**

Principle Function: The GAP Coordinator helps provide food and relief supplies for those in need. This person will work with the GAP Director to engage local churches and individuals with meeting the needs of people around the globe.

Responsible to: Gap Director

Location: IDES Headquarters, Noblesville, IN

Job Type: Salary/40hrs per week

Updated: September 2022

Responsibilities:

1) GAP Aid

- Represent IDES at packing events and speaking engagements
- Schedule meal packs with coordination of local and travel packs
- Process humanitarian aid supplies received at IDES headquarters
- Assist GAP Director with global distribution

2) Inventory Management

- Oversee Warehouse Inventory and upkeep
- Manage IDES inventory needs including: Care Kit, GAP, coffee, merchandise, etc...)

3) Partner-Building

- Develop relationships/partnerships with colleges, universities, and businesses
- Build grant opportunities with suppliers
- Lead Care Kit program

4) Additional Responsibilities

- Any other duties needed to help drive IDES' vision, fulfill IDES' mission and operate by IDES' values

Knowledge, Skills or Experience Required:

- Willingness to work with all team members
- Able to operate a fork-lift (IDES can provide training)
- Good communication skills
- Good organizational skills
- Good computer skills
- Able lift up to 75 lbs on a regular basis

Knowledge, Skills or Experience Preferred:

- Leadership of medium-size to large-size groups of people
- Public speaking
- Basic mathematics and statistics, Budget management
- Basic writing and document production -Microsoft Office: Word, Excel, PowerPoint
- Basic computer and technology processing
- Resource and inventory management
- Outreach, development, and fundraising