



## **Family Needs Assistant (Temporary)**

**Location:**  
Lawrenceville, NJ

**Position Type/Classification:**  
Full-Time/Non-Exempt

**Reporting to:**  
Director of Resource Network

**Compensation:**  
\$22/hour

### **Organizational Overview**

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County families. In the past year alone, families came to us over 50,000 times for shelter, food, and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homelessness, facing complex barriers to economic opportunity, or working hard to make ends meet.

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective**

The Family Needs Assistant will support HomeFront's Resource Network by managing daily operations of the Family Needs and Holiday Drives programming, ensuring efficient, equitable, and trauma-informed service delivery for families and community partners. The Assistant will support the Resource Network team in the organization of clothing, basic needs items, diapers, and holiday gifts for the families served by HomeFront.

The Assistant must provide high quality customer service, be detail-oriented, and friendly, able to communicate clearly and in a friendly manner with staff, visitors to HomeFront, and volunteers.

### **Essential Job Functions**

- With support from the Resource Network Director and the Client Services Manager, assist with day-to-day operations of Family Needs programs, including inventory, presentation/packaging, and distribution.

- Maintain clean, organized, and efficient storage areas.
- Support community engagement efforts and assist with our Holiday Wishes drive logistics and distribution.
- Support volunteers assisting in Family Needs operations.
- Work with Client Services manager and Community Engagement team to ensure volunteer experiences are organized, productive, and mission aligned.
- Work with Resource Network staff to ensure smooth coordination between Family Needs, Pantry, and FreeStore programs.
- Other related duties as assigned.

### **Required Experience and Education**

- High School Diploma with
- Proficiency in Microsoft Office Suite and database management.
- Strong organizational and multitasking skills with attention to detail.
- Ability to work collaboratively and maintain a positive, solutions-focused attitude.
- Commitment to equity, dignity, and trauma-informed service delivery.
- Strong verbal and written communication
- Valid Driver's License

### **Preferred Experience and Education**

- Familiarity with local social services and community resources.
- Proficiency in Microsoft Office Suite and database management.
- 2 years' experience in warehouse or inventory management
- Experience with inventory systems, ordering processes, or warehouse operations.
- Experience working with volunteers.
- Bilingual (Spanish or Haitian Creole) strongly preferred.
- Previous experience in customer service or direct client assistance roles

### **Physical Demand**

- Must be able to lift up to 40 lbs.
- Must be able to stand, walk, and sit for long periods.
- Must be able to navigate stairs and occasionally work outdoors during loading/unloading or distribution.
- Job operates in both office and warehouse environments using standard office and light industrial equipment.

### **Schedule**

- This is primarily a daytime role, but flexible scheduling to include nights and weekends may be required based on community drives or program needs

**Travel**

- Travel is primarily local during the business day

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*