



Position announcement: OPERATIONS ASSOCIATE

The Seamen's Church Institute | seamenschurch.org

Operations Associate International Seafarer Center, Port Newark

The **Operations Associate** provides transportation to seafarers/mariners, assists with hospitality at SCI's International Seafarers' Center, performs back office reporting, basic building maintenance, and Christmas at Sea functions, as well as other general duties as required by the Director.

Duties and Responsibilities:

- Transport international seafarers to and from vessels and other assigned sites
- Provide a personal point of contact while interacting with crew members
- Communicate transportation needs of crew to the hospitality desk, scheduling and relaying information as required
- Assist with Port Tours and the transport of center visitors/volunteers as required
- Provide seafarers with communication tools as needed and perform money transfers as needed both in the center and on board vessels
- Cover hospitality and reception areas on an as-needed basis, answering/routing calls, and maintaining transportation schedule
- Create and distribute solicitation letters to outside organizations
- Document and record all activity as per SCI regulations
- Communicate and diagnose with the Center Director any building or vehicle issues

Requirements:

- Understand and communicate both verbal and written instructions to staff and the public
- Hold valid driver's license with a clean driving record
- Interact with people from diverse backgrounds
- Be willing to work a flexible schedule
- Represent the organization in a professional manner
- Maintain agency operations and work flow by:
 - Following agency policies and procedures
 - Maintaining professional and technical knowledge
 - Reviewing professional publications
- Perform other responsibilities and duties as assigned

Interested candidates should submit an application including:

1. a resume
2. contact information for three references

Please send to: humanresources@seamenschurch.org or call **+1 (973) 204-2774**.

This is a non-exempt position. Salary and benefits are commensurate with experience.