

Route Driver/Outreach Assistant

Summary

The Route Driver/Outreach Assistant position regularly performs critical assigned projects and tasks that help to ensure the timely and organized delivery of marketing and promotional materials for the operational efficiency and program purposes of the Fairhill Center and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability.

Responsibilities

- Delivers Fairhill Center Newsletters, flyers, brochures, marketing and promotional materials to entities and organizations (e.g. libraries, community bulletin boards, churches, etc.) in the greater Cleveland area;
- Maps out areas and routes and determines most efficient and cost effective method of reaching maximum productivity during delivery period;+
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

Qualifications

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in related field;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrate strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Ability to work willingly in a team by assisting co-workers as needed.