

## **Friends For Life**

### **Position Available**

Nutritional Services Assistant

### **Description**

Friends For Life is the oldest and largest HIV/AIDS service organization in the Mid-South. A comprehensive array of services are provided including transitional and permanent supportive housing, rent and utility assistance, transportation to medical appointments, HIV testing, HIV prevention, Prevention For Positives program, Wellness University, Positive Living Center, Drop-in Center, Resource Library, Food Pantry, empowerment groups, case management, Leadership Development Institute, and Feast For Friends, a congregate meal program. This person will work directly with the clients during Food Pantry Distribution hours.

### **Potential Projects**

- Enter client level data in CAREWare
- Assist with the assembly of food bags
- Assist with Feast For Friends congregate meal program on the 1st and 3<sup>rd</sup> Mondays of each month.

### **Time Commitment**

12 hours/week

### **Skills Needed**

- Able to lift 50lbs.
- Able to climb stairs
- Be able to work independently and think quickly
- Able to multi-task in a fast paced environment
- Computer savvy
- Good follow through commitment

### **Contact**

**Gina R. Fortner, Operations Coordinator (901)272-0855 ext.223**

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**email preferred**