



**OPERATION GRATITUDE**  
**Fulfillment Assistant (Seasonal/Temporary)**  
**Chatsworth, CA**

**OUR MISSION**

The mission of Operation Gratitude is to create opportunities for all Americans to say 'Thank You' to their Military and First Responder heroes.

**WHO WE ARE**

Operation Gratitude is one of the largest and most impactful nonprofits in the country for hands-on volunteerism in support of military, veterans, and first responders. In March of 2003, Operation Gratitude sent its first four care packages to deployed service members in Iraq. Since its inception, the organization has encouraged millions of Americans to express their gratitude through hands-on volunteerism, in turn lifting the spirits of more than 3.3 million deployed troops, recruit graduates, veterans, military families, first responders and healthcare heroes. The volunteers of Operation Gratitude are a generous and spirited grassroots network of Americans joined in common cause to say “Thank You” to all who serve our great nation. For more information visit [OperationGratitude.com](https://www.OperationGratitude.com), or follow us on Twitter at [@OpGratitude](https://twitter.com/OpGratitude).

**THE OPPORTUNITY**

Reporting to the Sr. Director of Volunteer and Community Engagement, the **Fulfillment Assistant** will be responsible for fulfillment, processing of eBay, PX online and corporate orders. This individual will also serve as the organization's main contact for volunteer information entry into Salesforce. This position works at Operation Gratitude's headquarters in Chatsworth, CA. This is a seasonal position, ending on December 30, 2021.

**RESPONSIBILITIES AND DUTIES**

- Prepare orders by processing order requests, pulling materials, packing boxes, entering shipping details on Shipping Log, and placing orders in the shipping/delivery area
- Utilize Salesforce and other tools to track and standardize the management of prospective and confirmed partnerships
- Will have frequent interactions with the Development Team, when necessary
- Assist in volunteerism at the FOB, when needed

**QUALIFICATIONS**

- Highly organized and self-starting with the ability to handle multiple projects and priorities with an appreciation for detail
- Strong administrative, organizational and time management skills; ability to establish and manage priorities and meet deadlines

- Proficient in Google Workspace and Salesforce experience preferred

Operation Gratitude is an equal opportunity employer. For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

**PROFESSIONAL LEVEL:** Temporary/Seasonal / Part-Time/ Hourly/Non-Exempt

To apply please email resume and cover letter to Cheryl Zerah at [Cheryl@operationgratitude.com](mailto:Cheryl@operationgratitude.com).

-----

