MERCED COUNTY COMMUNITY ACTION AGENCY
1235 W. Main St., Merced, CA • (209) 723-4565 • FAX (209) 723-1543
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-Johnson
Executive Director

JOB ANNOUNCEMENT

DIAPER BANK ASSISTANT PART TIME (24 hours/week) TEMPORARY (March 2025-April 2026)

Overview:
The Diaper Bank Assistant works under the supervision of the Diaper Bank Manager. This position includes maintaining community partnerships, attending virtual meetings, recruiting volunteers, distributing diapers, reporting and data collection, and keeping detailed case management reports on participants. The Diaper Bank is a new program. This is a non-exempt and non-union position.

Essential Functions:
- Provide support to facilitate logistics of the diaper distribution efforts.
- Serve as the secondary point of contact for diaper distribution, diaper orders, inventory, reporting.
- Tracking program activities and agency reporting.
- Recruit volunteers to assist with distribution and inventory.
- Assess participants for eligibility, follow up with participants monthly and provide diapers to eligible families.

Experience & Knowledge:
- Communicate effectively orally and in writing.
- Bilingual (English/Spanish) required.
- Ability to work independently and effectively.
- Strong community connections.

Education/Certifications:
High School Diploma or GED.

Additional Requirements:
Maintain community partnerships and develop relationships with a diverse population.

Physical Requirements:
Ability to walk, stoop and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to sit as much as 75 % of scheduled time, performing fine motor manipulation skills such as keyboarding and writing.

Salary Range Per Hour:

64.4	$18.95	$19.89	$20.89	$21.93	$23.04

JOB SITE: Dos Palos, CA
HOURS: 24 hours per week.
APPLY AT: www.mercedcaa.com/employment
DEADLINE: Open until filled

THIS IS NOT A COUNTY POSTION

1/17/25