



Donation Coordinator/Driver

Want to work out and get paid for it? Then we can't wait to meet you.

Neighborhood Services Organization (NSO) is a 100-year-old nonprofit serving the at-risk and homeless of the Oklahoma City community. NSO's mission is transforming lives and encouraging independence through safe, healthy homes, dental care and nutrition. As the only nonprofit of our kind in Oklahoma we look for people with different skill sets at varying experience levels. Results-driven professionals eager to tackle large projects thrive at NSO.

What You'll Do:

We're looking for a friendly, reliable person to join our team with the #1 goal of providing positive experiences for donors and clients. You'll work independently, starting each shift at our office before heading out.

- Provide exceptional customer service as you safely load and unload a variety of items
- Load and unload a 26-foot moving truck
- Complete online donation forms and other paperwork
- Safely operate the truck
- Perform daily truck inspections

What You'll Get:

- Job That Keeps You Fit: Skip the gym and get paid for working out.
- Competitive Pay
- Never-boring Job: You'll be out serving your community and developing relationships with donors and agency partners. No two days are the same and you're never stuck in the same environment.
- Great Team Culture: We work hard, have fun, and take pride in helping others.

What's Required of You:

- Willing to submit to pre-employment background check, pre-employment drug screen and a pre-employment physical
- Have a valid driver's license (Class B CDL preferred)
- Candidates must be 21 years or older due to insurance restrictions
- Can lift 50 lbs. and more than 100 lbs. with a two-man lift.
- Can communicate professionally in English
- Have basic math skills
- Experience in fields such as general labor, construction, warehousing, customer service, mover, driver is helpful
- This position is an essential business staff member
- This position is considered a safety sensitive position and is therefore exempt from the Oklahoma Medical Marijuana Act.

If this position sounds like a perfect fit, we would love for you to apply!

Please visit [Careers - Neighborhood Services Organization \(insookc.org\)](https://www.insookc.org) to read the full job description, complete an online application, and submit your cover letter and resume.

Important! If you do not receive an email from us after you have applied:

- First, emails may take up to 15 minutes to send, refresh and check again.
- Second, check your spam and junk folders from NSOOKC.org, mark as "Not Spam" to ensure future emails are sent to your inbox.
- Third, we will send communications to whatever email account you indicated on your application/ resume.

An Equal Opportunity Employer

NSO pledges its full support to equal employment opportunities (EEO) for all persons regardless of race, color, religion, sex, national origin, genetic information, age, disability, gender identity, sexual orientation, military/ veteran status, or any other characteristic protected by law.

