



Position: Outreach and Processing Associate

Job Type: Full-time, in-person

Location: Gainesville, FL

Organization: Insulin for Life USA (IFL USA)

Compensation: 32,000 annually; Benefits: \$2,000 health stipend

Schedule: Monday to Friday: 9 am - 5 pm

Work Environment:

Inclusive, environmentally conscious, and caring small team at the office of a well-regarded not-for-profit (charity), dedicated to an incredibly important mission: saving the lives of those in need with diabetes, both internationally and in the USA.

Job Description:

The Outreach and Processing Associate is responsible for providing assistance to Insulin for Life USA's core program, development, and overall organizational support. The Outreach and Processing Associate role supports IFL USA's program in daily tasks while maintaining accurate supply inventories and shipments.

Essential Duties and Responsibilities

The Processing Associate supports Insulin for Life USA in the following ways.

- Processing incoming donations
- Assisting with the management of supply inventories
- Communicating with donors through email and on the phone
- Preparing supplies for outbound shipments to international and domestic partners
- Performing daily office duties and upkeep
- Maintaining the strictest confidentiality regarding donor information
- Completing various projects assigned by the Executive Director or International Program Specialist.

Requirements:

- Exceptional attention to detail
- Highly organized and thoughtful in approach
- Practical knowledge and hands-on experience with Google Workspace (Sheets, Docs, Gmail, Drive, etc.) and Microsoft Office



- Previous experience in professional office settings, with strong written and verbal communication skills
- Strong problem-solving abilities and effective communication inclination
- Team-oriented with a positive attitude; demonstrated ability to build and maintain effective working relationships
- Ability to climb ladders, lift boxes up to 50 pounds, and work occasionally in hot or cold environments
- Comfortable handling needles, syringes, and other medical equipment
- High school diploma or GED required; college degree preferred
- A desire to learn and contribute meaningfully to the organization's mission

Skills:

- Proficient in computer applications, including Google Workspace and Microsoft Office
- Strong organizational skills
- Meticulous attention to detail
- Outstanding critical thinking and problem-solving abilities
- Excellent interpersonal and communication skills
- Efficient time management and the ability to prioritize tasks effectively
- Receptive to feedback and committed to continuous personal and professional growth

Special Instructions for the Applicant

To be considered for this position, please email the following materials to Svetlana Hutfles, IFL USA Executive Director, at svetlana@iflusa.org

- Resume
- Cover letter
- A list of three references, including full contact information