DT Care in Moon Township, PA seeks a Humanitarian Aid Executive Assistant, Duties incl: assist in humanitarian shipment preparations documenting inventory, packing, loading, Coordinate w/logistics teams to ensure timely delivery & distribution of resources. Assist w/planning. advertising & volunteer events to pack & load shipments. Organize, pack & inventory medical supply shipments. Coordinate donation pick-ups & drop-offs. Mail resumes to HR 301 Moon Clinton RD Coraopolis, PA 15108.