



Program Donation and Logistics Coordinator Job Posting

September 2018

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment. We collect gently-used children's clothing, car seats and cribs, as well as donated diapers and hygiene products from our community and businesses. These items are then distributed, free of charge, to children and families in need through partnership with a broad range of over 114 social service agencies working directly with families. WestSide Baby has grown exponentially; serving 4,000 children in 2006 to keeping more than 38,000 children safe, warm and dry last year.

Position Summary

WestSide Baby's Program Donation and Logistics Coordinator (PDLC) will support our strategic partnerships and logistics activities related to securing and organizing large-scale and collection focused donations or purchases. This newly created position includes supply chain logistics including coordinating, receiving and organizing shipments and deliveries of donations within our adjacent and offsite warehouse spaces. The PDLC will also work closely with individuals and businesses conducting donation collection drives to plan for and accept drive items. Space planning and physical set up for prime access and efficiency is important.

This is a 25-29 hours per week, part-time non-exempt hourly employee position. The schedule is primarily Monday – Friday with flexible schedule options. This position will report to the Strategic Partnerships Manager and collaborate closely with other Program staff.

Core Responsibilities

Logistics Support (50%)

- Work with shipping companies and corporate donors to support transport and delivery of bulk donations
- Support receivables plan and physical space to accommodate large shipments and/or bulk in-kind donations.
- Operate forklift and pallet jack
- Prepare bulk orders for pick up and transport.
- Prepare and organize warehouse and workshop space with a focus on space management and efficiency.
- Ensure warehouse and workshop space is free of hazards, organized and appropriately stocked prior to volunteer shifts with available items.

Operational and Collection Drive Support: (50%)

- Prepare weekly bulk distributions
- Engage donation "drivers" and coordinate their efforts to maximize collection of needed and essential items with a great donor experience.

- Coordinate two large donation drives annually, holiday and summer.
- Greet donors or delivery people in the warehouse.
- Support the year-end inventory process.

Other projects, as assigned by the Strategic Partnerships Manager.

Required Qualifications

- Strong organizational skills, with a keen sense of space management and efficiencies
- Demonstrated logistics and supply chain experience or training
- Outstanding customer service and interpersonal skills. Must maintain a professional and positive working relationship with vendors, volunteers, donors, and fellow staff.
- Strong communication skills, both written and verbal.
- Ability to work independently and successfully in a dynamic, collaborative, team-oriented organization.
- Willingness to become certified in pallet lift and/or fork lift operations and to operate a pallet jack.
- Highly motivated, resourceful, flexible, and possessing a positive attitude and sense of humor.
- Any qualifications and skills

Physical Demands

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.

- Must be able to physically stock shelves, move goods from one location to another and load and unload products; able to lift 30 lbs. repeatedly; must be able to lift up to 60 lbs. with the use of proper machinery such as a hand truck.
- Must be able to move palletted product around with proper use of a pallet jack or fork lift.
- Work involves standing, walking, stooping, lifting heavy objects, talking, reaching, sitting, bending, kneeling, climbing, grasping, hearing, using hands to handle, feel or operate objects, and reaching with hands and arms.

Compensation

- \$15 - \$16/hour; PTO and holiday pay available.

To Apply

Submit cover letter and resume addressed to Nancy Woodland, Executive Director, to employment@westsidebaby.org with Program Donations and Logistics Coordinator in the subject line.