



10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

Program Distribution Lead Job Posting September 2019

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 34,000 children safe, warm and dry last year.

Position Summary

The Program Distribution Lead executes the distribution process for WestSide Baby's White Center Hub; ensuring safe and equitable delivery of basic needs items to children. Specifically, this role supports the organization's mission by ensuring high quality service and relationships for agency partners. Additionally, the Program Distribution Lead is responsible for the development, delivery, and management of WestSide Baby's critical distribution initiatives.

This is a full-time, 40 hours a week, non-exempt salaried employee position at our White Center, Seattle office. Occasional weekend and evening hours likely. Salary range is \$38,000- \$40,000. This position is supervised by the Program Engagement Manager.

Core Responsibilities

Distribution System Management and Execution (70%)

- Execute WestSide Baby's distribution process; including preparing orders and ensuring that items are distributed to provider partners by weekly target pick up dates
- Collaborate with warehouse logistics team to improve systems for inventory management and increase key item fill rates and ensure baby equipment is distributed safely and efficiently to partners
- Provide ongoing support to distribution volunteers and expand opportunities for volunteers to engage in the distribution process
- Provide recommendations for enhancing WestSide Baby's distribution process, including identifying challenges and collaborating with team to develop sustainable solutions
- Analyze growth capacity and identify resources needed to scale distribution efforts
- Create, update, and implement Distribution Policies for operational management
- Work within the ordering system to ensure accurate data entry
- Support Year-end Inventory process for Hub, storage and branches

Provider Partner Management (30%)

- Execute provider partner application process
- Respond to direct provider inquiries and send individual and direct provider communications
- Lead Provider training events and support provider engagement initiatives

Required Qualifications

- Strong organizational skills, with a keen sense of space management and efficiencies
- Outstanding customer service and interpersonal skills. Must maintain a professional and positive working relationship with providers, volunteers, donors, and fellow staff
- Strong communication skills, both written and verbal
- A commitment to child safety and the willingness to learn and stay current on best practices for equipment use
- Ability to work independently and successfully in a dynamic, collaborative, team-oriented organization
- Highly motivated, resourceful, flexible, and possessing a positive attitude and sense of humor
- Any qualifications and skills transferable to these qualifications will be considered

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
- 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

To Apply

To Apply Submit cover letter or video “cover letter” and resume addressed to Nneka Payne, Program Engagement Manager, to employment@westsidebaby.org with Program Distribution Lead in the subject line. Priority deadline to apply Tuesday, October 1, 2019.

Our hiring process involves a 3 step process: 1. Qualified applicants will be contacted for a phone interview; 2. Candidates who advance will be invited for an in-person interview that includes a site tour and 3. Finalists will participate in more casual team interviews.

WestSide Baby values diverse perspectives and life experiences. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization, we collaborate closely with many different communities around King County and value equity as a priority in our work.