



### **Volunteer & Inventory Coordinator-1**

**Reports to:** Inventory & Process Manager

**Job description:** The Education Partnership provides school supplies for students and their teachers in low-income schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organization's core values (respect, integrity, service, equity, and resourcefulness) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

Volunteerism is critical to the success of The Education Partnership. The Volunteer and Inventory Coordinator will build sustainable partnerships with local organizations and individuals to recruit and schedule volunteers and be the primary point of contact for prospective and reoccurring volunteers. As a key member of the Operations Team, Volunteer and Inventory Coordinator will understand and assist with the inventory process and lead core groups of volunteers to accurately assist with inventory and other tasks.

#### **Responsibilities:**

- Develop and execute engaging volunteer activities to support programmatic efforts that ensure adequate restock of core and incentive product for Teacher Resource Center. Staff and train volunteers to aid in inventory process and Teacher Resource Center activities. Create and maintain appealing design for the Teacher Resource Center. Strategically restock and place pallets to ensure distribution goals are met
- Using Salesforce.com, an online database, track all volunteer planning, calendar and activities that will enable full program reporting
- Create, maintain and review all volunteer recognition strategies, awards, orientation and marketing volunteer take-away packets within budget
- Actively create and maintain "lead list" of targeted organizations, corporations, civic & religious groups that have the highest potential of volunteer recruits with priority on those with volunteer matching/financial incentive
- Develop and maintain relationships with corporations to encourage volunteerism and cultivate sponsorship and financial support opportunities
- Other duties as assigned

#### **Qualifications:**

- Individual should be self-starting, self-managing and mission motivated
- Bachelor's Degree or equivalent required
- Proven Relationship building skills
- Ability to lead and direct a team
- Fluency in MS Office and ability to learn and become proficient in SalesForce.com
- Proven professional verbal, presentation and written communication skills
- Proven history of impeccable organization skills, attention to detail and follow-through
- Evening and weekend work required to accommodate schedules and accomplish goals
- Ability to lift at least 50-lbs., operate pallet jacks, manual elevator and obtain forklift certification within 90-days of hire
- Valid PA driver's license
- Criminal and Child Abuse clearances required within 30 days of employment

#### **Compensation/Benefits:**



This is a full-time, salaried, exempt position based in Pittsburgh, Pennsylvania. Salary will be commensurate with applicant's experience and other attributes. Benefits will be discussed and considered as part of the overall compensation package.

*Job placement at The Education Partnership will include successful past employer reference checks. All employment practices are in accordance with State of Pennsylvania and the EEOC guidelines and regulations. Storehouse for Teachers d/b/a/ The Education Partnership is a Pennsylvania nonprofit corporation and is subject to the governance of their Board of Directors 501(c) (3). The Education Partnership is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

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