



TEP Part-time Seasonal School and Classroom Supplies Driver
Reports to: Director of Operations

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 (equity, integrity, resourcefulness, respect and service) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

RESPONSIBILITIES:

DONATION PICK-UPS:

- Coordinate pick-ups with Program Manager as needed
- Pick-up and deliver product donations in a timely, courteous manner
- Acknowledge donation by providing student-made thank-you notes and promotional material to donor

SCHOOL AND CLASSROOM SUPPLIES DELIVERY

- Coordinate deliveries with Program Manager as needed
- Load product into vehicle
- Deliver supplies in a timely, courteous manner

WAREHOUSE MAINTENANCE AND ORGANIZATION

- Assure warehouse is organized and tidy

RECORD KEEPING AND MAINTENANCE:

- Complete maintenance, pick-up, delivery and mileage logs
- Check fuel, tidy and lock vehicle after each use

QUALIFICATIONS:

- Valid driver's license – commercial preferred
- Knowledge of driving and safety awareness
- Ability to safely operate organization's cargo van and pickup
- Ability to safely lift over 50 pounds repeatedly
- Safe driving record
- Proven customer service and strong interpersonal skills
- Basic knowledge of the surrounding area and must understand the importance of driving safely and maintaining a safe vehicle
- Other duties reasonably requested by The Education Partnership

COMPENSATION AND BENEFITS:

This is a part-time contract position based in Pittsburgh, Pennsylvania. Hours will vary based on need.

TO APPLY: Email: Resumes@TheEducationPartnership.org

*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.*

***The Education Partnership** is dedicated to addressing educational inequities in southwestern PA by providing and enabling access to the tools and resources necessary to support teachers and enhance a student's ability to learn and succeed.*