



Operations Associate, Programs

Reports to: Operations Director

JOB DESCRIPTION:

The Education Partnership (TEP) provides school supplies for students and their teachers in under-resourced 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.

As a key member of the Operations Team, the Operations Associate, Programs will work directly with the Operations Director, Operations Team, and Program Team to ensure successful and efficient maintenance, production, movement, and distribution of programmatic resources to partner schools. This cross-team role supports all three programs and offers growth opportunities in operations and programs based on organizational needs, growth and individual strengths and interests.

RESPONSIBILITIES:

Inventory and Supply Chain Support

- Assist with programmatic inventory receiving and processing
- Move supplies to the appropriate storage area, manually or mechanically
- Provide support for accurate cycle counts for all three programs
- Assist with other warehouse and/or inventory support as needed

Distributions and Deliveries

- Assist with physical distribution of programmatic supplies to schools, educators, and for scheduled events
- Deliver supplies to program schools and educators according to program staff requests and instructions
 - Record mileage and assist with loading supplies at the beginning of each trip
 - Record mileage and organize vehicle at end of each trip
 - Notify management of fuel or other vehicle needs

Program Production Support

- Assist with Teacher Resource Center production of core school supply boxes and Enrichment Support packages for educators
- Assist with Adopt-A-School production of student supply kits
- Assist with STEAM Hub production of Discovery Challenge Sets for educators and students
- Provide support to ensure adequate restock of product for production lines
- Assist with restock, check-in, check-out, and inventory tasks

CORE COMPETENCIES:

- Possess strong attention to detail, organizational and thorough follow-through abilities
- Display strong communication skills
- Possess superior work ethic, excellent problem-solving and basic mathematical skills
- Embrace and communicate a sense of joy and gratitude as a part of the shared privilege of serving students, teachers, donors, board, and community/corporate stakeholders
- Passionately embody and convey TEP's mission, values and message
- Proven excellence in customer service and satisfaction
- Strong relationship-building skills
- Comfort with flexibility and managing multiple priorities
- Superior process and project management skills



QUALIFICATIONS:

- High school diploma or equivalent required
- Warehouse experience preferred
- One year relevant work experience
- Valid PA driver's license
- Ability to frequently lift 50 lbs., stand, walk, bend and stoop
- Willingness to obtain forklift certification (Onsite, free training and certification provided)
- Willingness to work Saturdays
- Ability to learn Google Suite
- Experience with Salesforce.com or comparable CRM preferred; training provided
- The following PA clearances, or proof of application of clearances, are required beginning employment and as a condition of continued employment:
 - Pennsylvania Child Abuse History Clearance
 - Pennsylvania State Police Criminal Record Check

Compensation and benefits:

This is a full-time, salaried, exempt position based in Pittsburgh, Pennsylvania. Salary range is \$34-35K and will commensurate with applicant's education level, 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.

To apply: Email cover letter and resume to: resumes@theeducationpartnership.org. Please mention how you heard about the position.