

118,000+ local kids need basic school supplies.
Let's fix that.

Operations Associate, Inventory Job Description

Reports to: Operations Director

JOB DESCRIPTION: The Education Partnership 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.

The Operations Associate, Inventory will work directly with the Operations Team to ensure excellence in service, operational integrity, supply chain, safety and cleanliness for The Education Partnership and facility.

RESPONSIBILITIES:

Inventory and Supply Chain Support:

- Assist with inventory receiving
- Accurately receive, sort, count, record inventory donations and supplies in a timely manner to meet inventory goals (accuracy/speed)
- Stage supplies for appropriate storage, either manually or using mechanical handling equipment
- Identify and document materials, their location and quantity according to receiving process
- Provide support for accurate cycle counts
- Warehouse support as needed

Donation Pickup and Supply Delivery:

- Yard maintenance support as needed
- Pickup scheduled product donations (convey professionalism and gratitude to donor)
- Deliver supplies to program schools according to TRC and AAS Program Manager instructions (as needed)
- Record mileage and organize vehicle at end of each trip
- Notify management of fuel needs

Program Support:

- Assist with programs as needed
- Other duties as assigned

CORE COMPETENCIES AND QUALIFICATIONS:

- Display strong written and oral communication and organizational skills
- Possess strong attention to detail and thorough follow-through abilities
- Possess superior work ethic, excellent problem-solving and mathematical skills
- Ability to collaborate with team members to accomplish goals and objectives
- Willingness to lead volunteers through inventory tasks

- Ability to promote the values, mission/goals of the organization while balancing current work priorities
- 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
- High school degree or equivalent required
- Warehouse experience preferred
- One year relevant work experience
- Valid PA driver's license
- Ability to frequently lift 50 lbs., stand, walk and stoop
- Willingness to obtain forklift certification (Onsite, free training and certification provided)
- Willingness to work Saturdays as needed
- Ability to learn Google Suite
- Act 33 and 34 clearances required within 30 days of employment

COMPENSATION AND BENEFITS: This is a full-time, salaried, exempt position based in Pittsburgh, Pennsylvania. Salary range is \$33-35K and will commensurate with applicant's education level, experience and other attributes. Benefits include free parking, professional development, advancement opportunities, PTO, 401K and 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, sex, national origin, religion, age, disability, gender, sexual orientation, gender identity/expression, protected veteran status, genetic information, marital status or any other characteristics protected by applicable laws.

TO APPLY: Email: cover letter and resume to Resumes@theeducationpartnership.org. Please mention how you heard about this position.