

## **Clothing Distribution Manager – RALEIGH, NC**

**Full Time (35-40 hours)**

**It's time to work in a job that is fulfilling, where you will make a difference in children's lives every day.** Note in the Pocket, a growing non-profit organization that gives clothing to homeless and impoverished children, is actively recruiting a **Clothing Distribution Manager for our Raleigh, NC location**. The ideal candidate will be an outgoing and collaborative self-starter, who will manage our wardrobe inventory and build mini-wardrobes for the referred families.

The Clothing Distribution Manager is a crucial and high-profile position within the organization. This position is responsible for receiving requests (by email and through the clothing portal), filling, and tracking all clothing requests from referral partners.

### **Key Things to Note:**

- This position will work as part of a small team. Need a candidate who enjoys working collaboratively to achieve the goal of clothing children and families in Raleigh.
- Need a great communicator (email and in person) with a passion for our mission.
- This position is a deadline-driven, multi-priority, fast-paced environment.
- Need the ability to relate well with all types of people; be an attentive and active listener; and build rapport with dignity and tact.
- This position requires attention to detail and meticulous record keeping.
- Need an eye for what schoolchildren want and like to wear is imperative.

### **Selected Duties Include:**

- Receiving requests for clothing (mini-wardrobes) from social workers and referral partners.
- Responsible for creating mini-wardrobes based on social worker and referral partner information.
- Ensures accurate data entry of inventory, sizes needed to complete requests and volunteer hours are entered accurately.
- Main liaison between organization and referral partners (by email, in person and over the phone).
- Some lifting (up to 25 lbs).
- Some weekends are required (about one Saturday morning a month).

### **Physical Requirements:**

- Extended periods of standing and walking.
- Lifting and/or pushing objects up to 25 lbs. on a regular basis
- Lifting and/or pushing objects up to 50 lbs. on an occasional basis.

Schedule is primarily Monday-Friday, but may **require working one Saturday** a month (with time off during the week).

Note in the Pocket strives to offer a positive work/life balance to all our employees. In addition, our full-time employees are eligible for immediate enrollment in Organization benefits, which includes:

- Health Insurance, including Dental
- Life Insurance
- \$500 toward an HRA
- 10 paid holidays
- Paid time off, including personal time, sick/wellness time and vacation time of 80 hours/10 days per calendar year (pro-rated based on hire date).

- Paid time off starts accruing on day one of employment