

Clothing Distribution Manager – RALEIGH, NC

Full Time (40 hours) In-office

Annual Salary - \$40,000

It's time to work in a fulfilling job, where you will make a difference in children's lives daily.

Note in the Pocket, a growing non-profit organization that addresses clothing insecurity and distributes clothing to homeless and impoverished children and their families, 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 and requires a candidate who enjoys working collaboratively to achieve the goal of clothing children and families in Wake County.
- The ideal candidate is an effective communicator (both by email and in person) with a passion for our mission.
- This position operates in a deadline-driven, multi-priority, fast-paced environment.
- The ideal candidate relates well with people; is an attentive and active listener; and builds rapport with dignity and tact.
- This position requires attention to detail and meticulous record-keeping.
- The ideal candidate will have an eye for what school children want and like to wear.

Selected Duties Include:

- Receiving requests for clothing (mini-wardrobes) from social workers and referral partners.
- Creating mini-wardrobes based on information from social workers and referral partners.
- Ensuring accurate inventory data entry.
- Working with the Program Staff to ensure clothing shelves are filled.
- Assisting the Program Director with clothing purchases; implementing grants restricted for clothing purchases.
- Leading volunteers to assist in filling clothing requests and delivery of mini-wardrobes.
- 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.

The 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, we offer our full-time employees:

- Health Insurance, including Dental
- Life Insurance
- \$500 toward an HRA
- 10 paid holidays and 1 Cultural/Spiritual Awareness day
- 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