

Clothing Distribution Coordinator – Durham, NC

Full Time (40 hours)

\$18/hr

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 Coordinator for our Durham, 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 Coordinator 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 Durham.
- 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.
- 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 \$500 annually toward an HRA
- Life/Disability Insurance
- Dental Insurance

- 10 paid holidays
- Up to 10 days of earned PTO per full year
- Plus 5 additional days of sick/wellness days (prorated upon hire date)
- Plus 1 floating Cultural, Spiritual, and/or Social Day off
- Paid time off starts accruing on day one of employment