

Program Coordinator, Clothing Distribution & Fulfillment – RALEIGH, NC

Full Time (40 hours)

Salary \$41,000

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 **Program Coordinator 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.

This is a crucial 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.
- An eye for what schoolchildren want and like to wear is imperative.

Selected Duties Include:

- Receiving requests for clothing from school 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.
- 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.

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 after a 60 day wait period.
- 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