



**Job Opportunity with
GRACE Giving & Receiving Assistance for our Community's Essentials**

Title: Logistics Manager

Salary: \$20,800

Time: Part-time, with room to grow

Reports To: Board President

Description: *This opportunity entails playing a pivotal role in the efficient operation of procuring, managing and distributing essential goods which help people in need in our community thrive. The Logistics Manager oversees the organization, coordination, and execution of logistics and supply chain activities, is responsible for ensuring timely and accurate distribution of food supplies, and managing inventory and transportation operations, working in support of GRACE's mission. You will work closely with staff, volunteers, in-kind donors, our community partner organizations, and our community members in need of assistance.*

We seek an individual who loves managing a diverse group of people, who has experience building detail-oriented logistical systems and managing teams in a fast paced, human-centered environment, and is capable of developing and implementing efficient processes.

In this role you will:

- Oversee all aspects of our logistics: Ordering, deliveries, inventory, and food and supply distribution
- Be responsible for purchasing of goods and supplies, processing receipts and invoices
- Maintain relationships with vendors and negotiate contracts as needed
- Manage goods and supply storage and inventory. Collaborate in efficiency growth including potential adoption/upgrade/utility of inventory management software.
- Direct the receipt, storage, and distribution of in-kind donations and purchases
- Organize surplus to manage waste
- Be responsible for routine maintenance and cleaning of all equipment.
- Organize workflow and manage volunteers during volunteer sessions
- Look to increase efficiency and transparency of workflow processes.
- Coordinate volunteer calendar and scheduling with Operations Director
- Identify and train core volunteers and distribution captains



- Be responsible for GRACE vehicle(s) 'currently a van', being properly maintained, serviced, and kept compliant with safety regulations.
- Implement quality control measures to ensure the freshness, safety, and nutritional value of food items and ensure compliance with health and sanitation regulations
- Implement safety protocols where needed
 - Monitor activities to address any issues or challenges that arise
- Attend weekly team meeting
- Collaborate with the Development Director, Board President and Founder to create special projects for stakeholders

Requirements:

- Logistical experience
- Strong organizational, multitasking, prioritization, and detailed planning skills.
- Excellent communication and interpersonal skills. Ability to collaborate effectively with diverse stakeholders.
- Valid driver's license with clean driving record
- Ability to repeatedly lift 50 pound bags or boxes
- Sustain 20 hours per week – mainly on Thursdays from 6:30 a.m. to 7:30 p.m.
(If a candidate can't commit to the full day Thursday, we will consider a 2:45 - 7:30pm minimum commitment on a temporary basis until the fuller time role has been filled)

Benefits:

- Paid time off
- Contributing to an altruistic cause

Schedule:

- Wednesday-Friday
- Sundays May-December from 11:30-2 p.m.

License/Certification:

- Driver's License with clean driving record
- Upon being hired complete a driving course set up by GRACE



An ideal candidate will have:

- Proficiency in inventory management software
- Knowledge of food safety regulations and best practices
- Proficiency in conversational Spanish

Please send questions and applications with your resume and cover letter to Amanda Parrish Block, Founder of GRACE at info@gracegivingreceivin.org.