



## **Donated Goods Coordinator**

**March 1, 2019**

Interfaith Outreach & Community Partners' mission is to engage the heart and will of the community to respond to emergency needs and create opportunities for all to thrive. Interfaith Outreach is a human service nonprofit that ignites the power of community to provide urgent and strengthening services in eight Twin Cities western suburbs so families can live their best lives, children can succeed, and the entire region can prosper and shine. Serving the west Hennepin County communities of Hamel, Long Lake, Medicine Lake, Medina, Minnetonka Beach, Orono, Plymouth and Wayzata since 1979. For more information, visit [iocp.org](http://iocp.org).

Interfaith Outreach is looking for highly qualified candidates for our **Donated Goods Coordinator** position (part-time, 25+ hours/week). This position ensures that the organization receives and stores all donated in-kind goods (e.g. clothing, food, household goods, etc.) in an efficient manner and that all in-kind donors have a positive experience interacting with the agency. Donated goods managed by the Coordinator directly serve Interfaith Outreach families and individuals and help maximize the organization's impact.

The Donated Goods Coordinator furthers the mission of Interfaith Outreach by creating a welcoming environment that engages volunteer resources, recognizes and invites contributions from donors, and supports high-quality services to our families.

The Interfaith Outreach work environment is client centered, values driven, team oriented, fast paced, diverse, and focused on learning and professional development. We have a strong internal culture of collaboration and team support and a deep commitment across staff to mission.

### **Core Areas of Responsibility Include:**

- Management of Donation Receiving Process:
  - Keep donated goods flowing smoothly and avoid bottlenecking
  - Place and move pallets, boxes and racks of donated goods
  - Maintain high level of communication with team members
- Engagement and cultivation of in-kind donors
- Volunteer leadership and supervision

**Schedule Requirements:** Monday-Friday, 12:30-5:30 p.m., plus one Saturday (8-hour day) per month

### **Required Qualifications Include:**

- Ability to lift up to 50 lbs.
- Excellent customer service skills
- Strong interpersonal skills
- Valid driver's license (on occasion, this person will need to drive a 10' box truck and small cargo van)
- Ability to work both collaboratively and independently
- Organized; strong time management skills
- Reliable; strong execution and follow-through
- Assertive
- Flexible

**Preferred Qualifications:**

- Experience supervising staff or volunteers
- Experience in inventory management or warehouse environment
- Experience operating electric pallet jack, manual pallet jack and 2-wheel dolly (training will be provided to those without experience)

**Candidate Characteristics:**

To be successful as a staff person at Interfaith Outreach, the ideal candidate possesses the following characteristics and traits:

- A deep commitment and passion to Interfaith Outreach's mission and work
- A generator of new ideas and approaches while honoring the organization's rich history
- A versatile person who can work successfully in a broad array of organizational settings
- Able to work effectively with volunteers
- Demonstrated cultural competence with a focus on equity and inclusion
- Creative with the ability to think out of the box
- Approachable and a good listener

We offer competitive salary and a comprehensive benefits package.

**Interested candidates should send a resume and cover letter to [humanresources@iocp.org](mailto:humanresources@iocp.org) and include the words "Donated Goods" in the subject line. Applications are considered as they arrive. Position open until filled.**

Interfaith Outreach values a diverse work environment.

People of color and people from other underrepresented communities are strongly encouraged to apply.

Interfaith Outreach is an Equal Opportunity Employer.