

Job Description

SUPPLY SPECIALIST

JOB SUMMARY

The Supply Specialist is a key member of the Willow Domestic Violence Center team. The major responsibility of this position is maintaining and organizing supplies to support efficient and cost-effective operations of the program facility, including maintenance of the warehouse and inventory of in-kind donations received from the community. The Supply Specialist will act as a goodwill ambassador, providing a positive presence when accepting donations from the community. The Supply Specialist will ensure staff have the supplies and resources needed to provide high quality services in the emergency shelter, counseling center, Family Justice Center (FJC), and court advocacy program. This position is based on a 30- hour work week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as liaison with program staff to ensure supplies are provided in a timely, organized way.
- Lead contact for large (non-profit and corporate) In-kind Donors. Establish communications, scheduling, acquisition, and follow-up.
- Responsible for the organization of donation areas, i.e., warehouse, playroom, resident storage room, and the resident clothing room, FJC closet and two storage units.
- Move, cart and store in-kind donations, including, but not limited to, lobby pickups, organizing and restocking clothing closet.
- Maintain the Willow Wish List emails. Daily check-in and response.
- Prepare and deliver all re-donations to other partner agencies.
- Coordinate with shelter staff to assist clients in finding clothing in the Clothing Closet.
- Supports Holiday Programming by delivery of set up and take down, sorting leftover toys and toiletries, and maintaining Holiday Program storage unit.
- Assist as needed with kitchen, pantry and food storage organization, and inventory.
- Prepare Move Out food & personal care boxes for departing residents. Prepare and deliver Community Food boxes to external clients – only if needed.
- Communicate and coordinate with administrative staff the donation needs of shelter via web site.
- Organize and maintain supplies in staff breakrooms.

Other Duties as Assigned

- Maintains confidentiality in all aspects of client, staff, and agency information.
- Attends and participates in agency training courses and staff meetings as required.
- Ability to meet deadlines and maintain professional composure in a changing environment.
- Any other duties as may be assigned.

QUALIFICATIONS

- High school diploma or GED.
 - Must have exceptional customer service skills.
 - Must be able to lift/carry materials up to 30 pounds.
 - Ability to communicate effectively with external agencies and internally to coordinate in-kind donations.
 - Ability to follow instructions, stay on schedule, complete tasks, have good organizational skills and work effectively as a team player as well as independently with minimum supervision.
 - New York State Driver's License complying with agency standards
-

ADDITIONAL INFORMATION

- ✓ Department: Operations
- ✓ Location: Shill Family Building and Willow at Skyview
- ✓ Reports to: Director of Facility Operations
- ✓ Hours/Status: Part-time / 30 hours per week
- ✓ Payrate: \$23.00/ hour

APPLY ON INDEED

<https://www.indeed.com/cmp/Willow-Domestic-Violence-Center-1>

We offer a generous benefits package including paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.