

We are Good+Foundation.

OPERATIONS COORDINATOR

POSITION SUMMARY

Founded in 2001, Good+Foundation is a leading national nonprofit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers and caregivers, creating an upward trajectory for the whole family.

The LA Operations Coordinator will have a direct impact in achieving Good+Foundation's mission by receiving, processing, and distributing essential children's products to families in need throughout Los Angeles. Reporting to the LA Director of Programs & Operations, the Operations Coordinator will be essential in managing two warehouse spaces (West Adams, CA & Bell, CA), overseeing incoming and outgoing donation deliveries and building maintenance. Additionally, the LA Operations Coordinator will work closely with the program team to build relationships with 30+ non-profit grantee partners in three key focus areas: Supporting New Mothers, Engaging Fathers, and Investing in Early Childhood Education.

PRIMARY RESPONSIBILITIES

- Oversee all incoming product donation processing and inventorying tasks- including donations from both individuals and corporations-to ensure the accuracy of all donations while effectively managing inventory in two warehouse spaces
- Ensure that the two Good+ LA warehouse locations (West Adams, CA & Bell, CA) are being used as effectively as possible to maximize the amount of product that can be received and distributed to Good+ grantee partners; work with the team to ensure third-party warehouse tracker is maintained up to date.
- Support the LA Warehouse Coordinator to continue to build strong systems that maximize the impact of product donations and programs
- Maintain strict inventory control, expiration date monitoring, product recalls and inventory rotation so LA families are receiving the goods they need in a timely manner
- Work regularly with the Good+ online inventory system, GoCanvas, to ensure physical inventory matches all trackers on a monthly, quarterly, and annual basis
- Work closely with the LA Director of Programs & Operations to oversee quarterly and annual product inventory checks at both warehouses
- Accountable for regularly inspecting and evaluating building maintenance, equipment, systems, and grounds to ensure that the appearance and operation of the organization facilities meet company standards for efficiency and safety
- Support LA Program Coordinator to ensure that monthly donation requests from grantee partners are reviewed, monitored, filled, and picked up in an efficient and professional manner
- Work with LA Program Coordinator to review quarterly partner requests and collaboratively develop strategies for meeting these needs. Work to build relationships with grantee partner contacts during donation pick-ups and other program events
- Assist volunteer program by identifying projects with donated goods, staff events as needed and prepare inventory for projects, both onsite in LA warehouse and offsite, as opportunities arise
- Provide support, as needed, in terms of operations and physical plant for Good+ Training Academy trainings and convenings
- Work with LA program team to set and reach key national program and operational goals
- Participate in and staff program events and family outings as needed

ESSENTIAL REQUIREMENTS/EXPERIENCE

- Identify and understand operations and program-related challenges and opportunities; possess solid judgment and problem-solving skills

- Excellent customer relations and communication skills (written and verbal)
- Excellent time and task management skills (i.e. ability to set priorities and meet deadlines)
- Strong sense of integrity and commitment to accuracy with superb attention to detail
- Bachelor's degree required
- 2 - 3 years experience working in a warehouse, operations or nonprofit environment
- Computer skills including Google Docs, Microsoft Excel, PowerPoint, and other MS Office Products
- Experience working as a member of a small team (4 Good+ staff members in LA and 15 in NY) and willingness to jump in whenever necessary
- Proficient in the English language (verbal and written), Bilingual Spanish is a plus
- Experience operating warehouse equipment (forklift, pallet jack)
- Ability to lift 40 lbs.
- Ability to travel to and from main warehouse (West Adams, CA) and secondary warehouse (Bell, CA)

SALARY: \$45,000-\$47,000 + generous benefits package that includes health insurance, 403(b) retirement, 14 paid holidays and paid sick, personal and vacation

TO APPLY: Please send resume, cover letter to hr@goodplusfoundation.org. Please write "Operation Coordinator Applicant" in the subject line.

SCHEDULE: 40 hours a week. Available to work occasional nights and weekends, as needed. Main office is located in Los Angeles (West Adams).