We are Good+Foundation.

POSITION SUMMARY

Good+Foundation is a leading national non-profit 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 organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than $95 million in essential goods since 2001. In recent years, Good+Foundation has added microgrants to its in-kind donation model, providing nearly $900,000 in cash assistance to date. In 2022, 91 percent of every dollar spent went directly into Good+ programs. Visit www.goodplusfoundation.org for more information.

The Good+ LA Warehouse & Donations Assistant supports Good+Foundation’s mission by processing and inventorying all incoming individual product and corporate donations, helping manage inventory across two warehouses locations (West Adams, CA & Bell, CA) and maintaining warehouse organization and cleanliness to support the organization’s mission of collecting and donating essential items to partners throughout Los Angeles.

PRIMARY RESPONSIBILITIES

- Pull, pack, and palletize a wide range of products from clothing to strollers to cribs and large furniture items
- Process, screen, conduct inventory and sort all corporate, and individual product donations (IPD) across two warehouses and report counts and quality of each donation
- Pull, pack, and palletize a wide range of products from clothing to strollers to cribs and large furniture items
- Conduct inventory of product collection drives and report counts and quality of each donation
- Help unload, inventory, and organize all product donations upon arrival to warehouses
- Help manage systems for entering all incoming donations through our electronic inventory management app
- Assist with the overall organization of warehouses, primarily our main warehouse, to effectively store product while creating space for outgoing donations and volunteer projects as needed
- Support LA program and operations team with a focus on providing excellent customer service to all donors. Assist with screening and scheduling individual donations.
- Work closely with LA program team to ensure that all product donations are organized and prepared for the outgoing donation process to program partners
- Assist in organizing and preparing inventory for Good+ Foundation volunteer projects
- Assist with quarterly and annual product inventory checks
- Support breakdown and clean-up after volunteer groups, both in-house and offsite. Ensure that all prepped product is placed in the appropriate locations throughout our LA warehouse after a volunteer group
- Assist with general Good+Foundation operations and events, as needed
- Perform maintenance on appliances/equipment, as needed
- Help maintain warehouse spaces clean and organized
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PREFERRED QUALIFICATIONS

- Must have experience organizing product and space effectively in a warehouse setting
- Must be able to lift up to 30 pounds, stand/walk for up to 8 hours a day and be able to frequently push, pull, squat, climb, bend, and reach
- Willing to work hands-on with physical inventory, including lifting, re-packaging and moving inventory to maintain organization
- Familiarity with electronic inventorying systems, a plus
- Experience operating manual pallet jacks, carts, dollies, and other equipment to move and organize large quantities of product
- Must have vehicle for travel between warehouses, as needed (company reimburses for mileage)
- Positive attitude and ability to work well autonomously and as part of a team
- Experience working as a member of a small team and willingness to jump in whenever necessary to support the mission of Good+ Foundation
- Retail or inventory experience, a plus
- Fluency in Spanish, a plus

Salary: $42,000-$45,000, with a benefits package that includes fully covered health insurance, a 403(b) retirement plan with a 3% match after two years of employment, FSA and child care spending accounts, 14 paid holidays, 3 weeks of paid personal and vacation time, and six paid sick days.

Location: This is a full-time position - the position will be onsite 5 days a week at our LA warehouses, located West Adams, CA and Bell, CA.

To apply: Please send a resume and cover letter to Zoe Schlittenhardt, Human Resources Manager at zoe@goodplusfoundation.org. Please include LA Warehouse & Donations Assistant in the subject line - applications will be accepted on a rolling basis until the position is filled. Only complete applications will be considered.