

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 NY Warehouse & Donations Assistant will help process and inventory all incoming individual, purchased and corporate product donations, will help manage inventory in our warehouse and basement storage spaces, and maintain warehouse organization and cleanliness to support the organization's mission of providing essential children's items to grantee partners serving low-income families throughout New York City.

PRIMARY RESPONSIBILITIES

- Help unload, inventory, and organize all product donations upon arrival to NYC warehouse
- Process, screen, conduct inventory and sort all corporate product donations and purchased gear across NY warehouse and basement spaces and report counts and quality of each donation
- Assist with the overall organization of the NYC warehouse and basement storage spaces to effectively store product while creating space for outgoing donations and volunteer projects as needed
- Work closely with National Operations Director and NY program staff to ensure that all product donations are organized and prepped for the outgoing donation process to grantee partner organizations and for group volunteer projects
- Assist with monthly grantee partner and crisis donation filling process including work to pull, pack, and palletize a wide range of children's products from clothing to strollers to cribs and large furniture items
- Assist with quarterly and annual product inventory checks
- Assist with general Good+Foundation operations, volunteer events, program outings, and fundraising events, as needed

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

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- Experience operating manual pallet jacks, carts, dollies, and other equipment to move and organize large quantities of product
- 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

Reporting and Supervision: This role reports to the Senior Director of National Operations & Product Donations.

Location: This is a full-time hybrid position - the position will be onsite 3 days a week at our warehouse located in NY's Garment District.

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.

To apply: Please send a resume and cover letter to Rick Justiniano at rick@goodplusfoundation.org. Please include NY 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.