

We are Good+Foundation.

LA Operations Coordinator

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 \$112 million in essential goods since 2001. In recent years, Good+Foundation has added a Family Cash grants microgrants program to its in-kind donation model, providing more than \$1.1 million in cash assistance to date. Visit www.goodplusfoundation.org for more information.

The LA Operations Coordinator plays a crucial role in processing and inventorying individual, purchased, and corporate product donations while collaborating closely with the LA Program Director and LA Warehouse Assistant to ensure efficient warehouse operations. This position is responsible for managing daily tasks related to organizing and preparing for volunteer groups, both in-house and offsite, to support the seamless execution of operations. Key duties include maintaining exceptional organization and communication, supporting efforts to streamline logistics, overseeing inventory management, and supporting the organization's mission of providing essential children's items to grantee partners serving under-resourced families throughout Los Angeles County.

This role reports to the LA Program Director.

PRIMARY RESPONSIBILITIES

WAREHOUSE AND FACILITIES RESPONSIBILITIES

- Oversee all warehouse inventory; partnering with the Program Director to analyze data and identify trends on inventory.
- Assist with receiving, inventorying, and sorting donations and report counts and quality of donations.
- Process, screen, and sort all individual product donations (IPD) and incoming product drives.
- Enter inventory into GoCanvas; support with Operations including inventory of corporate and individual donations, filling donations, and executing quarterly inventories.
- Assist with additional general warehouse operations and program events as needed.
- Assist with monthly grantee partner and crisis donation filling process including work to pull, pack, and palletize a wide range of children's products.
- Maintain warehouse management systems (GoCanvas) with current "live" inventory, incoming, outgoing and other relevant information, and report any discrepancies to the LA Program Director.

- Conduct regular monthly inventory checks to ensure accuracy and identify discrepancies.
- Assist with quarterly and annual product inventory checks

PROGRAMS SUPPORT

- Collaborate with the Senior Program Coordinator on monthly product allocation planning, quarterly critical gear purchases, and data-driven strategies to optimize resource allocation to ensure Good+ is a reliable source of essential goods for program families.
- Work alongside the Senior Program Coordinator to identify products and inventory that would lead to impactful volunteer projects and program events.
- Manage logistics, including facility setup, inventory preparation, and post-event cleanup, for both onsite and offsite volunteer initiatives, program events, and training.
- Provide volunteer inventory and impact updates to Senior Program Coordinator.

ADDITIONAL QUALIFICATIONS

- Willing to work hands-on in a warehouse setting and professional corporate environments
- Able to lift and maneuver up to 25 lbs. safely
- Communicates effectively: Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools
- Experience organizing product, space and time effectively
- Experience with electronic inventorying systems is a plus
- Experience working as a member of a small team and willingness to jump in whenever necessary
- Enthusiasm for the Good+ mission

Salary: \$22.60-\$25.00 an hour, (\$47,000-\$52,000) a year annually, 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 childcare spending accounts, as well as 14 paid holidays, 3 weeks paid personal and vacation time, and 6 sick days.

Schedule: This position requires in-person, on-site attendance Monday through Friday. While the primary schedule is Monday to Friday, some flexibility may be needed for occasional evening or Saturday commitments, with advance notice provided.

To Apply: Please email your resume and cover letter to LA Program Director, Anna Raguindin, anna@goodplusfoundation.org,