

We are Good+Foundation.

POSITION SUMMARY - LA Program Coordinator (Los Angeles)

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 \$124 million in essential goods since 2001. In recent years, Good+Foundation has added a Family Cash grants program to its in-kind donation model, providing nearly \$1.5 million in cash assistance to date. Visit www.goodplusfoundation.org for more information.

The LA Program Coordinator supports Good+Foundation's mission by fostering partnerships with our network of nonprofit grantee partners, ensuring impactful distribution of essential children's goods, and driving data-informed decisions to best meet the needs of the programs and families we serve. Additionally, the LA Program Coordinator coordinates, with support from the national Volunteer & Community Engagement Manager and LA Program Director, all Los Angeles-based volunteer efforts, fueling success through high-impact projects that meet real-time needs while also engaging and educating our diverse volunteer audiences

PRIMARY RESPONSIBILITIES

Grantee Partner Network Engagement & Coordination (75%)

- Build and maintain strong relationships with the Good+ LA grantee partner network through consistent communication, including site visits, calls, and newsletters, while also gathering stories, photos, and other content to support Good+ communications, marketing, and impact reporting
- Coordinate all product donation logistics for LA partners, including reviewing requests, allocating inventory strategically, overseeing monthly order fulfillment and pick-ups, and maintaining accurate records
- Develop a deep understanding of LA grantee partners and program leaders by attending key family and program events and helping coordinate family outings when opportunities arise
- Work closely with LA grantee partners to secure annual impact data on all key programs including product donations, trainings, and family cash grants

- Support the Good+ Family Cash Grant program by communicating with partners, reviewing applications, and managing documentation in collaboration with the National Program Director and Program Team

Overall Program Strategy Support (10%)

- Research innovative anti-poverty practices, leaders, and organizations in LA to ensure Good+ continues to forge innovative partnerships and programs
- Work with the LA Program Director and the National Program team to identify and assess new grantee partners as we continue to expand our network of high-impact grantee partners

Operations Support (8%)

- Support LA operations by assisting with donation processing, warehouse organization (one main warehouse in West Adams and an auxiliary warehouse in Bell, CA), inventory management, and regular inventory counts
- Provide customer service to all office visitors and support daily operations, including supplies, events, mail, and inquiries in line with Good+ policies.
- Work with the LA Program Director and the National Program team to forecast and purchase quarterly “critical gear” purchases (e.g. strollers, car seats, cribs, high chairs) through specific suppliers

LA Volunteer Engagement (7%)

- Serve as the primary point of contact for individual and corporate volunteers in the LA area, ensuring a smooth and meaningful experience from registration to post-event follow-up.
- Collaborate with the national Volunteer & Community Engagement Manager to develop product donation drives, conduct LA-focused outreach, and provide timely reporting on product needs and drives
- Design and lead volunteer projects that support operational and program needs by aligning activities with partner family priorities, utilizing inventory effectively, and ensuring supplies are organized, timely, and within budget

Required Experience & Competencies

- Bachelor’s degree and strong problem-solving, time management, and organizational skills, with a keen attention to detail
- Proven ability to build relationships, communicate effectively (including strong writing skills), and work across diverse teams and partners
- Demonstrated commitment to equity, justice, and the Good+ mission and values
- Comfortable working in both office and warehouse environments; must be proficient with tech tools like Excel, Google Workspace, and forms/survey platforms.
- Spanish language proficiency is a plus, but not required
- Ability to lift up to 15 lbs

Reporting: This role will report to the LA Program Director.

Schedule: This is a full-time, 40-hour-per-week position based out of our West Adams Office/Warehouse, Monday through Friday from 9:00 AM to 5:00 PM, with occasional weekend work to support volunteer groups or program events. The role is primarily in person, with flexibility for occasional 1 remote work day when responsibilities allow.

Compensation: \$24.00-\$25.00 an hour, 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.

To Apply: Please email your resume and cover letter to Eve Blane at eve@goodplusfoundation.org