



**MORE THAN NEW OUTFITS.
NEW OUTLOOKS.**

Program Coordinator Job Description

Summary:

Shoes and Clothes for Kids (SC4K), established in Cleveland in 1969, is a non-profit organization dedicated to improving K-8 school attendance by eliminating the lack of appropriate shoes, clothes, and school supplies as barriers. The organization is seeking a passionate, knowledgeable, and experienced program professional to join our team and advance the SC4K mission.

More information about SC4K programs and their impact can be found at www.sc4k.org.

Program Coordinator Responsibilities:

- Coordinate logistics for Distribution Partner meetings and Partner Shops (clothing distributions), including but not limited to creating a timeline for the program, communicating with Distribution and Community Partners about program logistics, packing orders, and scheduling pickups.
- Keep accurate and complete electronic and paper files, including but not limited to incoming and outgoing inventory and distribution reports.
- Coordinate delivery and pickup of purchased and donated inventory.
- Coordinate collection drives, including but not limited to the Annual Kicks 4 Kids Campaign, Fox 8/SC4K Stuff the Bus, and Socks in the City.
- Assist volunteers, program staff, and warehouse staff to receive, sort, store, stock, and pack shoe passes, clothes, and school supplies for the Legacy Program.
- Work with staff to make sure volunteers are scheduled to keep up with weekly demands, including but not limited to fulfilling orders, stocking the store, etc.
- Provide support for the annual physical inventory audit.
- Serve as Legacy Program's staff representative to the Product & Services Committee.
- Serve as backup to the Program Coordinator – Teacher Free Store when needed.

Position Requirements:

The Program Coordinator is a part-time position, with full-time potential, that reports to the Program Manager. Evening hours and weekend days are expected. A Bachelor's degree is preferred or equivalent nonprofit experience in a similar or related role. Must be pallet jack certified within 90 days of employment.

The ideal candidate be/have:

- Self-motivated and detail-oriented.
- Excellent oral, written, and interpersonal skills.
- Able to multi-task with changing priorities.
- Able to work independently and as part of a team.
- High-level proficiency with Microsoft Excel, OneDrive, Outlook, PowerPoint, and Word, as well as general comfort with technology. Inventory Management Systems experience is a plus.
- Physically able to load and unload vehicles (may require lifting up to 25 lbs.).
- Organizational skills that on a daily basis make full use of diverse groups of volunteers, interns, and paid warehouse and temporary staff.
- Ability to work in a non-office environment with an appropriate level of professionalism.
- A valid driver's license, comfort driving a cargo van, and meet SC4K insurance requirements.
- Personal qualities of integrity, credibility, and commitment to the mission of the organization.

Compensation:

\$20 – 25 per hour, based on experience

**For consideration, please email your cover letter and resume to
Linda Mangosh, SC4K Human Resources Committee Chair,
at hr@sc4k.org with the subject line: Program Coordinator Job Opening.**