

Do you believe all people have ability and value and should be **treated with dignity and respect**?
Do you want to be part of an organization that believes **in the transformational power of work**?
Do you want to join a team that truly **cares about each other and every client** they serve?
Do you want opportunities for **continued growth and development**?

If you answered yes to those questions,
Dress for Success Cincinnati could be a great place for you!

Dress for Success Cincinnati (DFSC) has a mission to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help them thrive in work and in life.

We are looking for candidates who want to help women dream and reach their potential. We want candidates who want to work for an organization that demonstrates compassion, and kind accountability, and where diversity is valued and inclusion is a priority in an equitable environment both for employees and clients.

Inventory Coordinator

The Inventory Coordinator serves an important support role to the Styling Program and Portaluca by ensuring that both have sufficient inventory to fulfill their missions. This includes receiving, sorting and distributing individual clothing donations, as well as soliciting and coordinating donation drives and corporate in-kind donations.

It is a busy place where we like to have fun while digging into the business of helping women reach self-defined success.

In this 32-hour per week role, you will be accountable for how well you perform against specific metrics, and your ability to

- Manage the sorting of donated inventory, working with Styling and Portaluca managers to determine needs
- Maintain sufficient and seasonally appropriate inventory and back-stock for Styling and Portaluca
- Manage inventory to be recycled, coordinating pick-up and maximizing opportunities to monetize such inventory
- Manage inventory count for audit of DFSC and Portaluca
- Cultivate relationships with clothing individual, corporate and organizational donors
- Coordinate drives with corporate and organizational
- Solicit clothing donations from new corporate, individual and organizational sources
- Serve as a backup for Styling and other DFSC functions, as requested

The skills and experiences you need to help you be successful as Inventory Coordinator include:

- Valid driver license with a clean driving record CDL a plus
- Ability to lift and move inventory to and from a truck or RV
- Ability to climb into and out of an eighteen-foot box truck and RV
- Lift and move bags, boxes, and bins up to 80 pounds, with assistance
- Ability to work occasional evenings and weekends
- Excellent Interpersonal, communications and organizational skills
- Excellent customer service skills
- Professionalism
- Proven leadership ability
- Computer competency
- Hours required: 32 hours per week

At Dress for Success Cincinnati we offer a competitive salary and benefits package and a place you can be proud to work!

To apply for this position please complete follow this link to an application form <https://forms.office.com/r/xSaUcB6y8g> . We will follow up with you within two business days.

Dress for Success is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.