Inventory Coordinator
Job Description

Reports To	**Vice President of Development/Portaluca Operations Manager**
Department	Development
Employee Classification	Non-Exempt
Overview	The **Inventory Coordinator** serves an important support role to the Styling Program and Portaluca by ensuring that both have sufficient inventory to fulfil their missions. This includes receiving, sorting and distributing individual clothing donations, as well as, soliciting and coordinating donation drives and corporate in-kind donations.

Essential Functions	● Support DFSC and Portaluca by managing clothing donations and ensuring the appropriate level and quality of inventory is available for both to serve their missions.
	  ○ Managing the sorting of donated inventory, working with Styling and Portaluca managers to determine needs.
	○ Maintaining sufficient and seasonally appropriate inventory and back-stock for Styling and Portaluca.
	  ○ Managing inventory to be recycled, coordinating pick-ups and maximizing opportunities to monetize such inventory.
	  ○ Managing inventory count for audit of DFSC and Portaluca
	● Coordinate clothing drives and cultivate ongoing relationships with clothing drive coordinators, in collaboration with the Vice President of Development, Portaluca Operations Manager and Volunteer Coordinator
	● Cultivate relationships with corporations for donations of new inventory and source donations in collaboration with the Vice President of Development and Portaluca Operations Manager
	● Occasionally coordinate pick-ups of donated inventory, as deemed appropriate by VP of Development or Portaluca Operations Manager
	● Responsible for quarterly Warehouse Sales. This includes sorting the clothing into appropriate size boxes, maintaining a count of stock to make sure we have approximately 600 pieces per sku. Also responsible for transforming the donation center into a shopping center. This includes hanging up drapes to cover not for sale product, hanging product on z racks (this increases sales) and moving backstock underneath sale boxes. Inventory coordinator will also work at least one shift of the Warehouse Sale.
	● Maintain a clean and organized Donation Center and continually work to improve processes to increase operational efficiencies.
	● Manage Donation Center volunteers, coordinate volunteer recruitment with Volunteer Manager

Additional Responsibilities	● Serves as an advocate for the organization's mission and programs in the community and as a spokesperson as agreed with the VP of Development and Portaluca Operations Manager ● Serve as back up for styling and mobile services or other DFSC functions as requested ● Attend annual Fundraisers and work as needed ● Performs other duties as assigned
Education/Skills & Experience	● Excellent interpersonal, communication and organizational skills ● Excellent customer service skills ● Professionalism ● Detail oriented

	● Approximately 20 hours per week, with occasional evenings and weekends. Benefits eligibility is based on number of hours worked. ● Computer efficiency
Work Environment & Physical Demands	● Job will include a mix of warehouse and office environments. ● Ability to drive 18-foot box truck or RV on occasion. ● Ability to lift and move inventory to and from a truck. ● Ability to climb into and out of an eighteen-foot box truck. ● Lift and move bags, boxes and bins up to 80 pounds, with assistance

The above duties are not all inclusive and may be modified as organizational needs dictate. Any significant changes will be discussed and documented. Pay range is $16-$20/hour, commensurate with experience.