



Donations Coordinator

Primary Responsibility: Seek out, coordinate, and confirm delivery of donations, and coordinate storage with Inventory & Materials Coordinator.

Time: 5/hrs a week, with some variation.

Location: Anywhere, but may require travel and delivery.

Requires: Emailing, WhatsApp/texting, vehicle handling, flexibility, highly responsive and detail-oriented communication (available to answer phone calls during the day and on weekends).

Workflow: Always seeking out (via email, phone, and in person) organizations that would like to donate tools, clothes, and other goods/services to VOZ/the Worker Center. This position requires a very communication-oriented position - one can set their own hours, but must be consistently organizing. Will often need to respond to specific needs of Work Force Development or other programs. From free coffee, to office supplies, to boots, they'll be communicating what VOZ is, and why we need what we need.

Works With: Activities, Work Force Development, Worker Center Director, Inventory & Materials Coordinator, Day Labor Committee, any staff who wants stuff.