



## **Inventory & Materials Coordinator (Shop Keeper)**

**Primary Responsibility:** Document, store, and track all items received for WFD programming.

**Time:** 5 hrs/week, consistent.

**Location:** Worker Center at 240 NE Martin Luther King Jr. Blvd., and other storage locations.

**Requires:** Spreadsheet management, emailing, WhatsApp/texting, consistency, attention to detail, reporting (no prior experience necessary).

**Workflow:** Come to the MLK Jr. Worker Center at least once a week to inventory items: track inflow and outgo of items, support valuing items, know what we have on hand, and what we are likely to need (as needs change seasonally, and on a regular basis). Be able to say what is where at any given moment. Help with organization and storage. Could also help with stocking, ordering, and organizing teaching/curriculum materials.

**Works With:** Activities, Work Force Development, Worker Center Director, Donations Coordinator, Bookkeeping, Day Labor Committee.