



Good in the 'Hood is dedicated to **changing lives together with simple acts of kindness**. Our Mission is to influence, inspire, and impact individuals, families, and entire communities for good. We believe that **goodness and kindness are inspirational**, change-agent qualities and it is our firm conviction that community renewal can begin to take place when a focused and contagious momentum of genuine kindness is made manifest.

Our Culture: If you are a positive person, love to have fun with your team and learn while working hard, if you enjoy working with people as a servant-leader and building relationships, and you thrive in an environment that teaches through lots of affirmation and healthy accountability, and a culture that is positive, kind, and uplifting, then is the place for you!

Position Description

Job Title: Warehouse and General Operations Coordinator

Reports to: Director of Operations/HR

Supervises: Employees, Interns, and Volunteers

Status: Full Time (Flexible with some evenings, weekends, and holidays)

Duties and Responsibilities:

- Responsible for warehouse deliveries, drop-offs, organization, and compliance
- Responsible for inventory or reporting of incoming and outgoing supplies
- Responsible for pick-ups/deliveries as needed
- Willing and able to successfully engage and provide onsite orientation, guidance, support, and direction for volunteers, interns, and church or corporate service teams
- Provide effective communication and support for our mission, vision, and culture
- Provide hands-on support for all Good in the 'Hood programs and services as needed or directed, including, but not limited, to fundraisers and special events
- Other duties as assigned by Supervisor

Qualifications

- Must be 21 or older to apply for insurance purposes
- Valid Driver's license, preferably CDL. Good driving record. Able to drive all GITH vehicles
- Can successfully drive and operate all company vehicles and equipment (will train)
- Warehouse experience is preferable
- Bachelor's degree is preferable or comparable experience with a High School diploma or GED
- Mature person with relational intelligence, good communicator, well organized

Salary

- Exempt (full time permanent) following our 90-day standard probation period
- Salary between \$35,000-\$40,000 per year- depending upon experience
- Benefits include vacation, holidays, life/disability insurance, phone and medical reimbursement, 3% matching Simple IRA

Physical Demands

- Able to lift at least 30 lbs. and support program initiatives physically and emotionally

To apply for this job, please submit the online [Good in the 'Hood Job Application](#) and send your resume and cover letter to Jamie at jamie@goodinthehood.org.