



Supplies and Materials Coordinator

Job Description

Position Overview

The Freedom School Partners (FSP) Supplies and Materials Coordinator, is responsible for the storage and supplies for the Children's Defense Fund Freedom Schools® programs in Charlotte, NC. This individual will manage the purchase of supplies and materials for the program. The Supplies and Materials Coordinator will manage the offsite storage space for FSP. This individual will work as part of the Freedom School Partners team, assisting with other needs as necessary.

Primary Responsibilities

- Manage FSP offsite storage location.
- Set-up and manage a supply inventory schedule and system to monitor items coming in/leaving storage to ensure accuracy of supplies.
- Create a supply purchase schedule to space out major supply purchases, and track expenses to ensure alignment with the approved Freedom School budget.
- Order supplies for, and assemble transition activities and kits, based on needs set by Enrichment Manager.
- Create and manage a communications system with staff to keep them up to date on supplies inventory and when items can be picked up daily.
- Ensure that enough supplies are in stock for site kits, rainy day activities, classroom and site bins.
- Look ahead at calendars and create a supply drop-off and pick-up schedule for deliveries, such as yoga mats or other supplies needed for on-site activities.
- Plan, manage and execute site pick-up and site drop-off of materials.
- Assist with volunteer events that take place at storage.
- Manage in-kind donations made during the monthly supply drives, or at other times.
- Manage the ordering and distribution of the FSP t-shirts, and serve as the primary contact with the vendor.
- Establish expectations and train summer staff on the process of requesting supplies and classroom decoration throughout the summer program.
- Assist in the coordination of on-site enrichment activities, including instructions and supply purchases, with particular focus on culturally relevant, high interest STEAM activities.
- Provide support to site staff, external contractors and volunteers in regards to field trips and activities, as needed.
- Coordinate the purchase and delivery of supplies and materials for signature city-wide events: such as Jubilee, Field Day and Level 3 events.
- Assist with additional program duties, as needed.

Qualifications/Knowledge/Education

- Bachelor's degree or comparable professional experience
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Excellent interpersonal and customer service skills
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Organized, with a strong ability to multi-task
- Comfortable working in collaboration with others
- Willingness to work flexible schedule, as needed for work flow
- Professional presence and presentation
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Ability to lift at least 50 pounds
- Appreciation and support of diversity, equity and inclusion
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings



Accountability

Shall be accountable to Enrichment Manager.

Compensation, Status and Benefits

- Part-time, year-round position
 - January-March: 20 hours a week (estimated)
 - April-July: 40 hours/week (estimated/maximum)
 - August -December: 20 hours a week (estimated)
- Hourly rate of \$17-\$19/hour
- 5 vacation days earned after 90 days of successful employment (prorated to start of calendar year); additional days earned after 2 years of employment
- 10 paid holidays (defined annually) and 1 floating holiday
- 5 sick or personal leaves days per calendar year

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves and create extraordinary futures.

Application Process

Interested applicants should send resume and cover letter to admin@freedom-school-partners.org with Supplies and Materials Coordinator in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.