



Distribution Center Coordinator Job Description

Description/Purpose

The Crisis Pregnancy Center of Tidewater is seeking a Coordinator to oversee the Distribution Center located at the Parenting Support Center (PSC), the warehouse responsible for maintaining all donated baby items for distribution to clients of The Keim Centers. The Distribution Center Coordinator leads a team of volunteers as well as manages the inventory of the PSC. The Distribution Center Coordinator is organized, dependable, and focused on positive outcomes aligning with CPC's core values and mission of saving lives, sparing hearts, and spreading the gospel.

Responsibilities

The successful candidate will:

- Manage, support, and facilitate the inventory of the Distribution Center at the PSC.
- Coordinate the placement and training of volunteers to serve in the Distribution Center.
- Lead a team of 10-15 volunteers who serve regularly at the Distribution Center.
- Manage fulfillment of class orders, practical help orders, door prizes, Dads grab bag, Welcome Baby Gifts and Advocate gifts.
- Collaborate with the Facilities Team to ensure consistent, timely delivery of items to classes and clinics.
- Communicate with clinic staff to ensure sufficient inventory of necessary items such as Welcome Baby Gifts and Advocate Gifts.
- Maintain established work hours at the Distribution Center to support donation processing, volunteer management, and pick up of practical help orders by patients.
- Uphold CPC's policies and procedures.
- Support the religious mission of CPC and encourage the spiritual growth of staff and patients.
- Reinforce the humanity of the unborn child with clients and staff, volunteers, and others.
- Be able to share the gospel of Jesus Christ with patients and supporters and pray with them as appropriate.
- Lead staff (or participate) in shared prayer and devotions as opportunities arise.
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication.
- Perform other duties as assigned, dependent on organizational needs and employee skills.

Education/Experience

The successful candidate will:

- Possess at least a BS/BA (or equivalent experience) preferred.
- Have previous retail operations or warehouse supervisory experience (or equivalent experience).

Qualifications

The successful candidate will:

Professional:

- Exhibit strong written and oral communication skills.
- Demonstrate the ability to manage priorities and deadlines simultaneously.
- Have the ability to excel in a fast-paced, changing, and challenging environment.
- Be proficient in Microsoft Office products.
- Possess the ability to learn and manage inventory software and hardware.
- Maintain a great attitude and dependability in their schedule.

Spiritual/Personal:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel.
- Be an active and committed part of a local, gospel-preaching church.
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties.
- Express a desire to be a part of reaching at-risk patients considering abortion.
- Believe in the sanctity of all human life from the moment of conception through natural death.
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible.
- Be self-motivated and well-ordered in their personal life.
- Have a warm, gentle, and hospitable spirit for the family of CPC.
- Embrace CPC's values and the behaviors that support those values.

Schedule

The Distribution Center Coordinator position is a regular, part-time position working 15 hours per week. The Distribution Center Coordinator must be available to work established and in-person hours Monday - Friday to oversee volunteers serving, donation receiving and order pick-ups by clients.

Compensation and Review

Compensation consists of a competitive wage dependent on the qualifications and experience of the successful candidate and their employment status (regular, part-time).

Benefits may include:

- Health insurance

- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan
- And more!

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