

Clothing Support Specialist

Clothing Support Specialists will be responsible for working to fill bags with clothes as specified and will then distribute the clothing to families who will pick up these items at Charity Newsies. This position reports directly to the Director of Warehouse Operations. A consistent, but flexible, schedule between Monday through Friday from 8:00 a.m. to 3:00 p.m. from July to December for a minimum of ten hours a week up to a maximum of 30 hours per week will be developed in collaboration with the Director of Warehouse Operations based on your availability and interest. The pay is hourly at the rate of \$17 per hour. No evenings, holidays or weekend hours.

Major Roles and Responsibilities

- Review client "fill sheets" to ensure children receive all items indicated
- Fill orders as specified
- Ensure the clothing area is properly stocked and maintained
- Distribute clothing to families as they arrive for clothing pickup via curbside pickup
- Assists with other duties as assigned by the Executive Director

Required Qualifications

- Position is very active and requires standing, walking, bending, kneeling, stooping and crouching during the entire shift;
- Ability to lift and/or move items that weigh 20 to 40 pounds;
- Professional experience working with diverse staff and a history of productive and dynamic team work;
- Preferred, but not required: previous retail, warehouse or customer service experience;
- An authentic desire to elevate Charity Newsies and to embrace/advance its mission;
- Strong communication and interpersonal skills, with a natural way of connecting with various constituents and audiences;

EEO Statement

Charity Newsies provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Charity Newsies complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.