

GIV Warehouse Associate

Overview:

Do you want to help meet the tangible needs of local nonprofits? Thrive on building relationships with a variety of audiences? Enjoy working in a fast-paced, active role? If so, apply to join the United Way team as a full-time GIV Warehouse Associate. In this role, you will assist with the daily operation of our Give Items of Value (GIV) warehouse. The GIV program accepts in-kind donations from local companies and national retailers that are available to nonprofits for free. Donations range from office furniture and supplies to housewares, hygiene items, holiday décor and much more. Last year, 280 nonprofits visited GIV and obtained over \$3 million worth of free goods, which helped lower their overhead expenses and funnel more financial resources into programming to meet the needs of their clients.

Key Responsibilities:

- Maintain a clean, organized, and safe warehouse environment, following all safety protocols.
- Communicate effectively and positively with not-for-profit agencies, volunteers, and local donors; build strong relationships.
- Regularly consolidate, refill, and adjust locations of merchandise in the warehouse.
- Support warehouse staff with volunteer groups, donation pick-ups, and duties needed for accurate inventory control.
- Perform outbound counts for the items being obtained by the non-profit agencies.
- Assist with various other tasks necessary to ensure GIV program is successful and impactful.

Requirements and Qualifications:

- Full-time, primarily Monday-Friday during normal business hours; however some flexibility is required to occasionally be available early mornings, evenings or weekends
- Position is carried out primarily in a warehouse environment. Extended period of standing is required, along with ability to lift up to 60 pounds. The work environment will include exposure to hot temperatures during summer months.
- Prior warehouse job experience of at least 1 year is preferred
- Excellent customer service skills
- Ability to operate a box-truck, pallet jack, and forklift safely and efficiently.
- Must be OSHA-10 and forklift certified. Training for certification will be provided if needed.
- Excellent driving record
- Proficiency using computers, including MS Office, the Internet, and previous experience working with inventory management systems
- Strong written and oral communication skills
- Strong relationship and team-building skills
- Proven critical thinking skills; ability to identify and resolve issues related to inventory or warehouse operations.
- Able to manage multiple projects simultaneously while maintaining a very strong attention to detail
- Capable of working effectively with limited supervision

- Growth mindset
- Self-motivated with a very strong work ethic

Core Competencies for all United Way Professionals:

- **Mission-Focused:** The United Way Professional's top priority is to create real social change that leads to better lives and healthier communities. This competency should drive their performance and professional motivations.
- **Relationship-Oriented:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way Professional is dedicated to shared and measurable goals for the common good including creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** The United Way Professional is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

How to Apply:

Submit your cover letter and resume via email to: careers@unitedwayplains.org with "GIV Warehouse Associate" in the subject line.

More information about the United Way of the Plains can be found at <https://unitedwayplains.org/>