



WAREHOUSE OPERATIONS SPECIALIST

Journey Home is a non-profit organization that leads the effort to end homelessness in the Capital region of Connecticut. Founded in 2007, we are proud to serve as the lead agency within the Greater Hartford and Central Coordinated Access Network. We are in need of a Warehouse Operations Specialist. Reporting to the Community Engagement Manager, the Warehouse Operations Specialist will work to increase capacity for our furniture program, A Hand Up, in which volunteers help to collect and distribute furniture and household goods for people exiting the homeless system in the Capital Region of Connecticut.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Manage our two warehouses in West Hartford, including but not limited to organizing, cleaning, labeling, restocking, tracking and updating inventory.
- Update supervisor on warehouse status, inventory, and send photos weekly for social media and thanking donors.
- Managing drop off times each week.
- Reports on inventory/program updates to the Community Engagement Manager.
- Assists with creating a Driver and Lead Volunteer Manual/Program.
- Educating and training new drivers and volunteers on their roles and responsibilities including providing new volunteers with guidance on moving furniture safely and proper procedure in a warehouse setting.
- Occasional lead on volunteer days, move-in days, home makeovers etc. as needed.
- Follow up with clients to confirm their needs/wants after their pickup or delivery has been scheduled by Program Director, tag items to go out, and work with volunteers on apartment pre-checks.
- Represent Journey Home's mission and vision to external audiences in an accurate and effective manner.

KNOWLEDGE, ABILITIES, QUALIFICATIONS:

- Demonstrated experience with logistics and warehouse management.
- Knowledge of and experience working within the homeless services, behavioral health, or with marginalized populations preferred.
- Strong communication skills, and personable demeanor.
- Ability to establish and maintain high quality relationships with a variety of stakeholders.
- Keen attention to detail.
- Ability to have a flexible schedule to accommodate the needs of clients and volunteers.
- Strong computer skills include Microsoft Office and data entry.
- Must have a car and clean driving record in the last three years.
- Some travel around Hartford County is required and an ability to drive a 15-foot box truck.

Journey Home is an Equal Opportunity Employer:

Journey Home provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics,

protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Compensation & Benefits:

This is a part-time, non-exempt position.

Pay: \$20.00 per hour

Salary based on experience and qualifications, not salary history

Journey Home offers generous paid time off packages as part of our philosophy to ensure our employees' overall well-being.

To Apply:

Send a cover letter, résumé with salary requirements and three references we may contact by July 21st.

By mail:

Journey Home, Inc.
255 Main St. 2nd Floor
Hartford, CT 06106

By email:

Tamika.riley@journeyhomect.org

Subject: Warehouse Operations Specialist