

## **Operations Coordinator – Programs & Logistics**

**Status:** Part-time (10–15 hours/week)

**Reports to:** Program Director

**Location:** Remington, VA

### **Purpose:**

Ensure smooth, consistent delivery of Boxes of Basics programs locally through coordination of volunteers, partners, inventory, and logistics.

### **Core Responsibilities**

#### **Program Delivery & Referring Partners**

- Coordinate with referring partners on box requests and schedules
- Manage local distribution logistics in alignment with HQ systems
- Ensure accurate and timely delivery of boxes
- Serve as primary contact for partner operational needs

#### **Volunteer Coordination (Local)**

- Schedule using HQ approved software and supervise volunteers for box packing, events, and distributions
- Support volunteer onboarding and training using HQ systems
- Communicate volunteer needs and schedules clearly

#### **Inventory & Storage (Local)**

- Track local inventory levels
- Maintain organized storage/warehouse space
- Coordinate pickups, deliveries, and replenishment with HQ
- Ensure inventory data is reported accurately and on time

#### **Event Logistics**

- Work closely with Community & Development Coordinator and assist with day of logistics and volunteer coverage for events.

## **Data & Reporting**

- Submit monthly program and volunteer metrics
- Submit monthly inventory expense reports to HQ
- Operate within approved chapter budget
- Use and maintain volunteer records in approved HQ software

## **Qualifications**

Experience coordinating programs, operations, logistics, or volunteer management (nonprofit experience preferred)

Strong organizational skills with the ability to manage multiple priorities and meet deadlines

Experience working with volunteers or coordinating schedules in a team-based environment

Comfortable managing inventory, tracking data, and maintaining organized systems

Strong communication skills, with the ability to work effectively with partners, volunteers, and internal teams

Detail-oriented with a focus on accuracy in reporting and logistics

Ability to work independently while also collaborating closely with a broader team

Proficiency with basic technology platforms (e.g., scheduling tools, spreadsheets, databases)

Willingness to be hands-on in a fast-paced, mission-driven environment. This is a physical job must be able to lift 30lbs.