

# Material Services Coordinator (MSC)

## JOB DESCRIPTION

**Job Title: Material Services Coordinator (16hrs)**

**Reports To: Haverhill Client Service Manager**

### Job Summary:

The MSC has responsibility for the day-to-day operation and management of the Food, Clothing & Furniture Program (FCF) of the Pregnancy Care Center. This includes program management, volunteer supervision, and the implementation of necessary guidelines to meet client needs.

### Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, and have a willingness to share the gospel of Jesus Christ by word and example to encourage donors, staff and volunteers and to contribute to an office conducive to supporting PCC's ministry
- Exhibit a strong commitment and dedication to the pro-life position and mission of the Pregnancy Care Center (PCC) and is in full agreement Statement of Faith and all other policies/faith statements of the PCC.
- Exhibit strong communication, planning, and organizational skills.
- Have one year of experience in a ministry-related capacity, and two years' experience in a helping profession in a position requiring management experience (preferably volunteer management) or equivalent.
- Be able to carry out responsibilities with little or no supervision.
- Proficient with Microsoft Office.
- Ability and desire to work cooperatively and professionally with staff, volunteers and all PCC constituencies. Display a spirit of servanthood and unity with co-workers; promote teamwork.
- Be able to provide spiritual leadership, discipleship, and support to volunteers within appropriate relationship boundaries.

### Key Responsibilities/Tasks/Assignments:

#### **In Administration:**

- Maintain FCF office account check book – provide copy of receipts to Administrative Assistant, staying within budgetary limits.
- Prepare Current Needs list and Giving Tree item list.
- Supervise FCF volunteers.
- Acknowledge all Giving Tree or other large donations made to FCF program within 2 weeks (or earlier if possible). Forward all names and addresses of those who wish to be on mailing list to Administrative Assistant.
- Work with Administrative Assistant to send Giving Tree letters and brochures to churches at the end of October. Provide updates to Administrative Assistant for mailing list as new churches get involved.

### **In Public Relations:**

- Maintain a positive working relationship with community referral sources, donors, and volunteers.
- Represent PCC to community referral sources, volunteer sources and donors, as requested by the Executive Director.
- Solicit donations of items as much as possible to keep costs low. Work with Event and Marketing Manager to post on Facebook when items are needed.

### **In Client Services:**

- Purchase perishable and non-perishable items through the Food Bank or other resources to meet the needs of clients always with a goal to purchase at lowest possible price; i.e. toiletry items, baby food, juices and formula, clothing, winter outerwear, furniture.
- To bear responsibility for the care and upkeep of the
  - a. FCF pantry:
    - i. its cleanliness, organization, rotating food items on shelves to maintain freshness
    - ii. monitoring and disposing of or declining outdated food item donations.
    - iii. maintaining food pantry to meet standards of compliance set by specific donors and the Board of Health.
    - iv. Preparing of food bags for distribution to clients
    - v. Monitor freezer and refrigerator temperatures to ensure proper food storage.
  - b. Clothing rooms: Children's clothing room and maternity room
    - i. Maintain and update physical inventory of FCF items.
    - ii. Maintain and update FCF binder to reflect current volunteer tasks and jobs.
    - iii. Ensure all clothing is neatly displayed in bins, on hangers, and away from heaters, exits, and doorways. Keep racks/bins orders and labeled, maintain separate sections for girl, boy or either; new or used.
    - iv. Sort, display and/or discard donations in a timely manner in order to keep the storage area of donated items accessible.
    - v. Keep lists updated and clearly posted for items given during monthly visits.
    - vi. Properly supervise the seasonal changeover of clothing
    - vii. Oversee storage of items in bins or boxes in storage areas during off season (bins or boxes are organized and clearly labeled).
  - c. Furniture:
    - i. Furniture items are placed in work area for inspection and tagging prior to placement on the floor for distribution. Dispose of any items that are unsafe or not usable for PCC clients.

### **Lawrence Client Services:**

- Purchase formula and diapers as needed.
- Prepare New Baby Gifts, layettes and individual clothing bags for clients when requested by email. Have those items available for pick up by courier (Jim) on Thursday mornings by 9 am.
- Supply additional maternity items as needed.
- Assist volunteers with material service visits.