



We're Hiring!

Position Available: Associate Director of Warehouse & Logistics

Position Type: Full-time

Position Purpose: Reporting to the Executive Director, the Associate Director of Warehouse and Logistics oversees our warehouse, fleet, and logistical operations to ensure the smooth execution of HandsOn Bay Area projects. The position manages the Warehouse & Logistics team and serves as a member of HandsOn Bay Area's Management Team, which ensures that the organization is able to successfully meet the demands of our many partners - corporate, nonprofits, and individuals alike. Through our thoughtful commitment to meeting community needs, this position assists in ensuring that HandsOn Bay Area provides all volunteers with a high-quality experience, which fuels further action.

Position Responsibilities

- *Logistical execution of HandsOn Bay Area programs*
 - Oversee logistical needs and delivery of HandsOn Bay Area projects (600+ corporate projects/year, 150+ Project in a Box deliveries, and 8 cohorts of HandsOn Tomorrow (youth summer program) yearly.
 - Manage and lead the Warehouse and Logistics team:
 - Warehouse Management - Supervise the Warehouse Manager. The warehouse manager is responsible for maintaining critical inventory, special purchase ordering and tool form management. Tool forms are the main method used for providing tools and supplies from the warehouse to the various HandsOn projects.
 - Logistics management - Supervise the Logistics Manager. The Logistics Manager is responsible for overseeing the use of HandsOn Bay Area fleet of vehicles and delivery management for all of HandsOn Bay Area programs.
 - Research and implement technologies and systems to streamline processes.
 - Assist the Staff Experience Manager with scheduling HandsOn employees for all projects

- *Project Data Maintenance*
 - Maintain project data spreadsheets and calendars
 - Work with Director of Volunteer & Community Relations to ensure that ALL required information is being transferred to the Warehouse & Logistics team, in order to meet deadlines expected of them.
 - *NOTE* - The organization is midway through a migration to Salesforce, so familiarity with Salesforce is strongly preferred to collaborate with Directors on process improvement projects for data maintenance.

- *Staff Supervision*

- Lead a team comprised of 2 full-time employee direct reports:
 - Logistics Manager, who supervises one full-time Driver/Assistant
 - Warehouse Manager, who supervises part-time warehouse assistants
- Be a positive model of leadership and mentorship to all team members and lead them to successfully develop the highest standards logistics management
- Maintain open door policy with team members & their direct reports, as well.
- *Help enforce a Standard of Excellence and Service that all volunteer projects and events must meet.*
 - Work closely with key staff members to continuously evaluate communication structure between teams and new process identification and implementation.
 - Ensure that all HandsOn Bay Area corporate and community partners experience the best experience through our programs, projects, and events.

Responsibilities of all Program Warehouse/Logistics Team members: The Associate Director of Warehouse & Logistics will also assist as needed in keeping our volunteer supply warehouse and volunteer project deliveries running smoothly.

- Organize, package, unpack, restock, load/unload, and store the tools and supplies in our tool warehouse that are used at volunteer projects (e.g. garden tools, painting and construction supplies, cleaning supplies).
- Pick up bulk items from local retail vendors (e.g. lumberyards, hardware/craft stores).
- Assist with supply delivery and pick up from volunteer project sites.
- Maintain professional representation of the company in all interactions with customers and the public (including responsible driving).
- Maintain good relationships with nonprofit agency contacts.



Responsibilities of all HandsOn Bay Area Staff (required of all staff members):

- Embrace HandsOn Bay Area's core values and mission (see below)
- Be ambassadors for HandsOn Bay Area in the community
- Support the fundraising efforts of the organization
- Act as leaders on HandsOn Bay Area corporate service projects as necessary

Requirements:

- Supervisory experience
- A proven track record of management of a complex logistical environment
- Event planning experience
- Salesforce experience strongly preferred
- Ability to lift up to 50 pounds.
- Valid California driver's license for travel throughout the Bay Area. Commercial Driver's License (CDL) not required.

- Ability/or willingness to learn to drive a cargo van and box truck for supply delivery and pickup in an urban environment.

Traits

- Excellent time-management skills.
- Highly organized with great attention to detail.
- Professional demeanor in person, in email, and on the phone. Strong customer service skills.
- Good interpersonal and communication skills, both written and verbal.
- Self-starter. Able to work both independently and as part of a team.
- Ability and flexibility to work in a fast-paced environment.
- Experience with project budgeting.
- Experience with gardening, painting, or construction a plus but not necessary.
- Interest in nonprofit work and belief in the value of community service.

Important Dates

- December 2nd: applicant submission deadline.
- December 9th - 11th: in-person interviews
- Start date: Thursday, January 2, 2020 or shortly thereafter.
- MLK Jr. Day is one of our busiest days of the year, and we ask that staff are available to lead volunteer projects on that day

Important Information

- HandsOn is contractually obligated to run background checks on our employees, and we strongly believe in protecting the vulnerable populations with which we work. Don't automatically exclude yourself from applying. We take a whole view of a person's past into consideration, because we know that you are a lot more than your permanent record.
- HandsOn Bay Area is an Equal Opportunity Employer that values diversity. We are committed to providing employees with a work environment free of discrimination and harassment of any kind.

Compensation:

\$60,000 - \$65,000 yearly (depends on experience). Includes a great benefits package (health/vision/dental insurance, vacation/sabbaticals, community service time off, and 401k plan).

How to Apply:

Email a cover letter and resume (please convert all attachments to pdf) to jobs@hoba.org by December 2, 2019.

1. Include the following email subject line: Associate Director of Warehouse & Logistics - [insert your last name here].
2. Address the following in your cover letter: What makes a high-quality volunteer experience?

People helping people™

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

HandsOn Bay Area's Core Values and Mission

Mission

People Helping People ™

HandsOn Values

HandsOn Bay Area is an organization that seeks to make positive change in the community while modeling an organizational culture that allows all team members to flourish.

Work / Life Balance

We are creating a place where people work hard and are committed to advancing our mission, while also supporting our staff to maintain balance with their life outside of work. Life presents personal challenges that do not coincide with work plans and timelines; HandsOn attempts to give staff members the flexibility to deal with situations, so they can stay focused and engaged in their work and personal life.

Professional / Casual

HandsOn staff members are nonprofit professionals who passionately serve the Bay Area through their work. HandsOn aspires to create a space where staff can be serious about business and serious about fun.

Corporate Philanthropy

HandsOn believes that corporate partners are positive contributors in the community. HandsOn seeks to enhance the impact for service and philanthropy for corporate partners. HandsOn does not partner with corporations whose products, when used as directed, cause death and destruction (e.g. tobacco, firearms, weapons). We leverage our corporate partnerships to meet the highest need possible in the community.

Team-work & Collaboration

Team-work and collaboration are critical to success. Internally, HandsOn provides room to share ideas and work together. Debate is internal; externally, HandsOn speaks in one voice.

Ownership, Personal Responsibility & Autonomy

We value a culture of respect, where conflicts are dealt with directly and professionally. Because the organization functions as a team, each individual must follow-through on their individual responsibilities, so that others can complete their work. The staff members have responsibility to accomplish their work; each person works with their supervisor to set an appropriate schedule. Staff performance will be judged on the quality of work.

Decision-making / Transparency / Confidentiality

We value a culture of respect, where transparency is honored, when appropriate, in decision-making and where staff, regardless of hierarchy, are involved and/or informed of key decisions as early as is appropriate. We strive to make sure the decision-making process is clear and the decision is understood by the staff, even if not everyone agrees with the decision. Personnel issues, staff salaries, and other items of a confidential nature will be held confidential by all parties involved.

Diversity / Non-Discrimination

HandsOn will not partner with a company, agency, project, or event that actively supports discrimination of any community group. HandsOn aspires to ultimately expand the diversity of volunteer demographics, but celebrates the accomplishments of our current volunteers, independent of their demographic profiles. HandsOn aspires to reflect community diversity through the board and staff. HandsOn's staff and board consider a broad definition of diversity including race, gender, ethnicity, personal faith, nationality, sexual-orientation, age, and economic background. We value an extended definition of "family" and aspire to have that reflected in our policies.

Non-partisan / Issue-Focused

HandsOn will never endorse a political party or an individual politician. HandsOn encourages current and hopeful political figures to actively engage in service, and we may partner with them to advance those efforts regardless of political affiliation. HandsOn does develop projects that allow individual volunteers to have meaningful experiences related to community issues. HandsOn does encourage individual volunteers to translate their volunteer experiences into action--vote, write a letter to a politician, run for office.

Service First

HandsOn volunteer projects are direct-service opportunities that focus on community issues. HandsOn volunteers develop new friendships through shared interests, but the primary focus of the projects is not networking or dating. HandsOn minimizes the number of third-party volunteer opportunities--e.g. a gala or walk-a-thon--because HandsOn focuses on work that directly benefits the community served by the agency.

Non-Denominational

HandsOn believes that faith-based organizations play a significant role in addressing community issues. HandsOn does not partner with faith-based organizations that actively discriminate or that require denomination-specific worship (or instruction) as a condition to receive services or resources.

High-Quality Programming

Projects are designed to be fun, rewarding and high quality experiences when the minimum number of volunteers attend. We provide excellent training for our Project Leaders.