



Position: Stork's Nest Baby Pantry Coordinator

Employment: Part-Time, 28 hours/week (Non-exempt)

Shift Required: Tuesday-Friday

Reports to: Director of Advocacy and Programs

Job Description:

Dayton Right to Life Foundation is seeking a Baby Pantry Coordinator for the Stork's Nest Baby Pantry. This position will oversee day-to-day operations of the Stork's Nest, as well as assist with our community baby showers and monthly mobile baby pantry. Various office related functions will be needed as well.

Essential Position Duties and Responsibilities:

- Process client paperwork (enter appointment info, weekly data tallies in Access and Google Docs)
- Process in-kind donations forms/receipts
- Manage monthly statistics (baby pantry numbers and in-kind donation numbers)
- Contact "Just One Month" sponsors and send them a list of needed pantry items
- Manage phones/front window/scheduling of client appointments
- Assist clients with appointments when there are no volunteers
- Oversee college intern and manage her tasks/duties
- Organize in-kind donations received (including seasonal, wash pile, give away pile)
- Manage seasonal pantry "change-over" (switch out summer to winter items and vice versa)
- Manage baby pantry volunteers' daily tasks
- Assist with monthly community baby shower (gather items and attend shower)
- Keep pantry stocked daily (clothing, diapers, baby food, formula, etc.)
- Maintain an ongoing list of baby pantry needs

Position Requirements:

- High school diploma or GED required
- Intermediate computer skills (proficient in Microsoft Office programs [specifically Microsoft Access], Google Apps, and internet research)
- Strong organization skills & interpersonal skills
- Must be able to prioritize duties
- Must be self-motivated
- Must be able to lift 20lbs or more
- Able to work occasional weekends/weeknights
- Must be a team player and pro-life

Interested candidates should send cover letter and resume to info@daytonlife.org. This posting is active until the position is filled.