

Girls Incorporated of Metro Denver
Inspiring all girls to be strong, smart and bold

Job Description

Position: Subscription Box Project Coordinator - TEMPORARY (15-20 hrs/wk)
Responsible to: Director of Programs
Location: 1499 Julian Street, Denver, CO

*The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be **Strong, Smart, and Bold**. Our life changing programs and experiences help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round healthy living, academic-enrichment and life skill-building programs, delivered by trained, mentoring professionals in a positive all-girl environment.*

Purpose: The Subscription Box Project Coordinator will develop and execute the assembly, delivery logistics, and tracking of subscription boxes for Girls Inc. of Metro Denver's new pilot program. In addition, the position will work with teams to provide feedback and guidance on subscription box materials to ensure successful logistics and provide accurate output and finance reporting.

Primary Duties:

Operational Support (12-15 hours/week)

- Develop and implement systems to properly track, assemble, package, and deliver materials in each month's subscription boxes.
- Process incoming orders and track their fulfillment.
- Ensure boxes are properly processed with the shipping company.
- Conduct basic inventory and management of materials for each month's boxes.
- Generate monthly sales and inventory reports to Finance Department.
- Generate monthly output demographic data reports to program tracking and evaluation team.
- Research and present options for current & future savings related to project boxes (box size, postage/shipping, vendors, wholesale options, etc.)
- Other related duties, as assigned.

Administrative Support (3-5 hours/week)

- Communicate order statuses to customers and GIMD teams in a regularly and timely manner.
- Respond to customer service needs in an appropriate and timely manner.
- Provide feedback and guidance to box content development, marketing, and operations teams on logistics limitations and advantages to ensure future successes.

Experiences, Qualifications, and Skillsets:

- Demonstrate a commitment to the Girls Inc. mission, vision, and advocacy statements.
- Previous experience with process logistics development, order fulfillment, & shipment of goods.
- Must be very process-oriented, with a high attention to detail and strong organizational skills.
- Strong customer service skills necessary, and attention to end-user experience highly desirable.
- Proactive, enthusiastic, and dependable.
- Able to work in a self-directed environment with achievable milestones and deadlines.
- Enjoys troubleshooting and problem solving.
- Able to communicate effectively in oral, written, and electronic forms.
- Supports an organization environment based in respect.
- Competent using Microsoft Office Suite and ability to learn new computer skills and e-commerce software as necessary.

Position Status: Part-time, temporary, contract position consisting of an average of 15-20 hours per week (Monday-Friday) from ASAP – August 31, 2021.*

*with potential contract extension

Schedule: To be determined with the Director of Programs

Compensation: \$22.00 per hour

To apply please either:

Send a cover letter, resume, contact information for three professional references, and one paragraph addressing the following: Describe your commitment to working in diverse communities and your ability to interact with people from a variety of backgrounds.

Send to:

Charleen Ramirez-Mares, Director of Programs

Girls Inc. of Metro Denver

1499 Julian St. Denver, CO 80204

Fax: 303-893-4352

cramirez-mares@gidenver.org

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Created: January 2021