



## **WAREHOUSE ASSOCIATE: Part-time Position**

### **Role Description:**

[Art in Action](#), a 501(c3) non-profit organization based in Redwood City, CA, is in search of an energetic and organized professional to work with our dedicated team. Reporting to the Production Operations Manager, the Warehouse Operations Associate will implement all warehouse functions. Art in Action is offering this unique opportunity for the right professional to make an impact on youth development through arts education.

### **Responsibilities include:**

- Collating and packing of art supplies
- Log low stock materials for purchasing
- Product shipping and receiving
- Maintain warehouse as a safe working environment
- Assist in:
  - Inventory audits
  - Supervision of seasonal warehouse employees
  - Supervision of Art in Action warehouse volunteers
  - Organizing supplies for volunteer and corporate events
  - Attending volunteer and corporate events as needed
  - Agency projects or campaigns such as fundraisers, as needed

### **Qualifications and skill:**

- Must be 18 years or older
- Must have exceptional attention to detail
- Collaborative, team spirit
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Ability to lift 50+ lbs.
- Ability to climb warehouse ladder
- Work experience in shipping and receiving, preferred
- Must be proficient with Microsoft Office and Google products

**Compensation:** \$18-\$20/hr.

**Hours:** Part-time position. 20-24 hours a week Monday to Friday, some evenings required.

Art in Action is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, genetic information, age, disability, veteran status, or any other legally protected basis.

Please submit your cover letter and resume with the subject line "Warehouse Operations Associate - [full name]" to: [mary@artinaction.org](mailto:mary@artinaction.org)

**Hiring immediately, position open until filled. The position requires on-site work. COVID-19 Precautions are implemented.**