



## Job Posting

Crayons to Computers is seeking a **Crafts with Conviction Coordinator** to oversee a complex partnership between Crayons and the Ohio Department of Rehabilitation and Corrections. The program includes budgeting, planning, coordination, production, and administration. This full-time role includes early evening and weekend hours and reports to the Director of Programs.

### **Principle Duties and Responsibilities include:**

- Raw materials/supplies ordering, movement of materials, and tracking of all aspects of inventory.
- Manage facility relationships, including communication, visits to facilities and appreciation of the contributions of the facilities.
- Communication related to new products information and highlights as well as stocking product in the store and through Mobile Outreach Program.
- Strategic and administrative functions including new product development, budgeting, grant support, involvement in community relationships.

### **Requirements:**

A minimum of a Bachelor's degree and 3 years of work experience are required. The ideal candidate:

- Possesses a passion for Crayons' mission and holds a belief that education is key to breaking the cycle of poverty.
- Multi-tasks with ease amidst changing priorities
- Is skilled at time management for productivity
- Is knowledgeable about program/project management
- Maintains attention to detail
- Is a strong problem-solver and exhibits creativity
- Is self-motivated and does not require close supervision
- Possesses excellent oral and written communication skills
- Is a team-player and collaborator
- Is skilled at customer service
- Is proficient with Microsoft Office
- Has reliable transportation to and from work
- Has a valid driver's license, is comfortable driving a 16 ft. box truck and cargo van and meets our insurance requirements
- Is physically able to pull and restock store inventory (may require lifting up to 50 lbs.)
- Successfully completes a background check and drug test

### **Salary and Benefits:**

- Salary range: \$34,000 - \$36,000
- Benefits include comprehensive insurance plan, retirement plan with employer match, generous paid time off, purpose-filled organization and team

**How to Apply:** Send an e-mail with "Crafts with Conviction Coordinator." in the subject line to [afischer@crayons2computers.org](mailto:afischer@crayons2computers.org) by September 6. Include cover letter and resume.

### **About Crayons to Computers**

Cincinnati nonprofit Crayons to Computers works to level the playing field in the classroom by providing students in need the tools to succeed in school. The Teacher Free Store enables teachers from eligible schools to "shop" 10 times per school year for classroom supplies while the Mobile Outreach Program transports a subset of the store to distant schools. All product is 100% free of charge. Since its inception in 1997, Crayons to Computers has distributed more than \$160 million worth of basic school supplies, educational tools and incentive items. With more than 450 schools and nearly 12,000 teachers eligible to shop, Crayons strives to serve nearly 119,000 children in need across 16 counties in the Greater Cincinnati area.