



Program Manager

Part-Time (20 hrs per week)

Reports to: Megan Fischer, CEO

Salary Range: \$13-15/hr with the opportunity for a raise after 6 months.

Location: Cincinnati, OH (1615 Republic St. 45202)

Start Day: 1/3/2018

Education Requirements: High School Diploma. Associates Degree or higher preferred.

About: Sweet Cheeks Diaper Bank partners with local social service agencies to provide free diapers to low-income families while raising awareness of the basic health need for diapers. Our mission is to eliminate the existence of diaper need in our community so that all babies have a chance to be healthy, happy, and safe. We were started in October of 2015 and have been experiencing rapid growth and success since then.

Description: The Program Manager for Sweet Cheeks Diaper Bank will be managing our Diaper Distribution Program. This includes tracking incoming inventory and outgoing distribution of over 50,000 diapers each month. It also involves maintaining frequent communication with our active partner agencies and ensuring each one is compliant according to the terms and conditions of our partnership. We track the outcomes of our program through monthly surveys given to every client receiving diapers—the data from this must be input into a system and tracked. The Program Manager will oversee volunteers entering survey data and occasionally help with the task as well. To distribute over 50,000 diapers, we need extensive help from our amazing volunteers. The Program Manager will schedule, coordinate, and oversee groups of volunteers during open wrapping days and private wrapping events to ensure we are able to fill agency orders on time. This role will be a key player in the success and continued rapid growth of Sweet Cheeks Diaper Bank and will allow us to increase our distribution by opening up our wait list to serve more agencies in the Greater Cincinnati Area.

Skills needed:

- Attention to detail
- Excellent written and verbal communication skills
- Proven ability to manage multiple duties and priorities in deadline-intensive situations
- Experience with Excel
- Experience with Google Drive preferred
- The ability to handle conflict, confrontation and uncomfortable situations head-on and with grace
- Must be able to work/stand on your feet for several hours at a time when at the warehouse
- Should be able to lift and carry up to 50 lbs short distances
- Able to flourish in a creative team environment as well as operate independently
- Experience building volunteer teams and leading them to excellent execution

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- Demonstrated ability for public speaking and delivering a compelling message (which would be about our organization, mission, and goals)
- Ability to demonstrate and uphold our core values (Advocacy, Engagement, Inclusion, Innovation and Respect)

Schedule and Flexibility: A minimum of 50% of the hours worked each week will take place at the SCDB warehouse. The rest of the hours can be completed remotely. The warehouse hours will be fairly set and consistent, and the other hours worked are very flexible. There will be one to two 3-hour shifts with volunteers required each month, either in the evening 5-7pm or on a Saturday morning from 9am-12pm every 4-6 weeks. We are closed between Dec. 24th and Jan 1st.

Breakdown of responsibilities:

- 40%--Overseeing diaper wrapping, order filling, partner agency pick-up of orders, inventory management and warehouse organization
- 30%--Managing partner agency compliance
- 20%--Volunteer coordination, management and tracking
- 10%--Collecting, inputting, and organizing data related to the diaper distribution program

Benefits: This position is an opportunity to join a new and quickly-growing nonprofit in the heart of Cincinnati in OTR, within one-two blocks in all directions from exciting shops and restaurants. We are located in the new St. Anthony Center and privileged to work in a state-of-the-art facility with other incredible nonprofit organizations. Our board of directors, donors and volunteers are very hands-on and energized around the success of Sweet Cheeks Diaper Bank. A flexible schedule, paid time off and company holidays are offered as well.

Hiring Process:

Phone Interviews will begin in October 2017.
In-person interviews for the second round will be scheduled by November.
Notification of hiring decision will be on or before Dec. 16th 2017.

Resumes: Please email to Megan Fischer: megan@sweetcheeksdiaperbanks.org

Questions? Contact Megan Fischer: megan@sweetcheeksdiaperbanks.org

Sweet Cheeks Diaper Bank does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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