



1400 STATE AVENUE
CINCINNATI, OH 45204

513.402.1450
SWEETCHEEKSDIAPERBANK.ORG

Support & Logistics Coordinator

Full-Time Up to 40 hours a week

Reports to: Development Director

Salary: \$40,000/year salaried

Location: Cincinnati, OH (1400 State Ave. 45204)

Start Day: By 4/26/2023

Education Requirements: High School Diploma

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.

Essential Duties

Office Management

- Greet all visitors and ensure they are properly signed in/out
- Field phone calls and return voicemails.
- Respond to general emails and schedule some appointments for staff.
- Accept deliveries during business hours.
- Organize incoming and outgoing mail; take things to post office.
- Purchase office and other business supplies as needed.

Program

- Assist with filling and distributing monthly partner agency orders.
- Assist with and lead several volunteer groups each month.
- Assist Director of Community Engagement with off-site mobile wrapping events.
- Manage community diaper drives by answering questions, providing information or documents, scheduling deliveries of donated product, and sending thank you notes.
- Accurately track inventory coming in and out of the warehouse in our inventory management system.
- Organize inventory in the warehouse using pallet jacks and a forklift.
- Help unload inventory on delivery days.

Marketing/Communications/Data Entry

- Work in our CRM database to accurately enter information related to all aspects of our organization.
- Assist with addressing envelopes and writing thank you's and other mailing tasks.
- Help curate content for the monthly newsletter and social media.
- Manage social media accounts in Hootsuite, posting regularly to all our channels for all brands/programs.
- Create content in Canva or other design programs for use in our marketing efforts.



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Skills needed:

- Attention to detail
- Excellent written and verbal communication skills
- Excellent customer service skills
- Proven ability to manage multiple duties and priorities in deadline-intensive situations
- Willingness to learn new systems and processes
- Experience with Excel
- Experience with Google Drive
- The ability to handle conflict, confrontation, and uncomfortable situations head-on and with grace
- Should be able to lift, carry, push, and pull up to 40 pounds and stand or walk for extended periods of time
- Willingness to operate a pallet jack & forklift (we will pay for your training and certification—don't let this discourage you from applying!)
- Able to flourish in a creative team environment as well as operate independently
- Willingness to talk to community members about our mission
- Ability to demonstrate and uphold our core values (Advocacy, Engagement, Inclusion, Innovation, and Respect)

Schedule and Flexibility:

Our Support & Logistics Coordinator will need to be in the office Tuesday, Wednesday, and Thursday from 9am-3pm. Any additional hours may be worked remotely. Full-time employees do have the potential to have a 4-day work week. We are closed the week of July 4th, and between Dec. 25th and Dec. 31st.

Benefits: This position is an opportunity to join a quickly-growing nonprofit in Cincinnati's Lower Price Hill community. Our board of directors, donors, and volunteers are very hands-on and energized around the success of Sweet Cheeks Diaper Bank. A flexible schedule, 403(b) retirement plan, health insurance reimbursement, parental leave, and generous vacation time and company holidays are offered as well.

Questions? Contact Megan Fischer: megan@sweetcheeksdiaaperbank.org

To Apply: Email your resume to info@sweetcheeksdiaaperbank.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.