



Driver & Warehouse Associate

Job Location: Sterling, VA

Full-Time (Exempt) \$40-45k

Benefits Include: Health, dental, vision and life insurance | Paid time off (PTO) | Paid and floating holidays (15-18 days) | 401(k) w/ a company match | Flexible work schedule | Professional Development Opportunities

Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides local women and children living in poverty and/ or emerging out of homelessness, with quality clothing and other necessities that they need. WGB operates a dedicated boutique and warehouse facility in Sterling, Virginia where women can shop in a dignified environment, free of charge, through referrals from human service providers and community partners.

Position Overview

Reporting to the Director of Operations, the Driver & Warehouse Associate is responsible for the pick-up of clothing and other donations, managing donations, and completing deliveries of clothing to our distribution partners.

Essential Functions

- Pick-up donations weekly or as needed from permanent donation drop off locations, coordinating timely pickups.
- Coordinate the pick-up/delivery of needed donation drive supplies (boxes, flyers, signage, van) and pick-up/delivery of donations.
- Responsible for the packing, loading, and delivery of bulk clothing donation requests from Distribution Partners.
- Utilize Outlook email and other software as needed to receive driver requests and track completed tasks.
- Plan and follow the most efficient routes for timely pick-ups and deliveries.
- Receive clothing donations during open donation times, working in collaboration with the Warehouse and Volunteer Coordinator to manage donations.
- Manage the shipping of boxes to organizations outside of the delivery area.
- Represent Women Giving Back at Fill-a-Van events, driving van to partner locations and receiving donations during events sponsoring Women Giving Back.
- Act as an ambassador for Women Giving Back, explaining mission and promoting programs when doing deliveries and pick-up and accepting donations, representing women giving back in a professional manner.
- Ensure warehouse stays in compliance with organization's policy and standards, employee/volunteer safety and OSHA.
- Load and unload the vehicle for multi-stop deliveries, use hand truck and pallet jack as necessary.
- Maintain vehicle logs and report any issues regarding vehicle maintenance and safety.
- Ensure safe operations and usage of all equipment and vehicles through inspections and light maintenance.
- Work with other departments to ensure successful preparation and breakdown for all on and off-site events.
- Complete other duties as assigned by the Director of Operations to deliver overall services and meet goals.



Qualifications

- Must possess a valid VA driver's license, good driving record and comfort or experience with driving a cargo van.
- Use safe lifting and loading techniques.
- Follow all traffic laws and regulations to ensure safe transportation.
- Ability to navigate using GPS or maps to find the most efficient routes.
- Work proactively, independently, work under supervision, and work in a high energy and team-based and purposeful environment. Must be a natural organizer and planner.
- Flexibility to work some evening and weekend hours.
- Strong customer-service and ability to interact and communicate well with individuals (staff, volunteers, and donors) from a variety of socioeconomic backgrounds and those with differing abilities in a culturally diverse environment.
- Strong work ethic, decision making and problem-solving skills.
- Intermediate proficiency in Microsoft Office.

PHYSICAL DEMANDS OF THIS POSITION: Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to see, talk and hear to exchange accurate information with internal and external individuals. Must be able to work in a warehouse/retail environment and able to withstand a variety of changing weather conditions.

TO APPLY: Please send a cover letter and resume to Career@WomenGivingBack.org with "Driver & Warehouse Associate" in the subject line. No phone calls, walk-ins, or social media inquiries. Selected applicants will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.