



Position Specification

POSITION:	Los Angeles Director of Logistics and Warehouse Operations, Computers for Youth
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LOCATION:	Los Angeles, CA
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ABOUT THE COMPANY:	<p>Computers for Youth (“CFY”) is the nation's leader in improving the Home Learning Environment of low-income schoolchildren. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.</p> <p>Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles, and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY’s programs have significantly improved students’ test scores and class effort and have increased parents’ confidence and involvement.</p> <p>To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 28 organizations in 18 states and the District of Columbia.</p> <p>For more information, please visit www.cfy.org.</p>
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ABOUT THE POSITION:	<p>CFY has a strong record of collaborating with the Los Angeles Unified School District (LAUSD) to serve families and teachers. Recently, CFY has been awarded a major federal grant to expand its program significantly in Los Angeles and to collaborate with LAUSD to ensure ongoing program sustainability.</p> <p>The Director of Logistics and Warehouse Operations will be responsible for managing key aspects of CFY-LA’s operations. The Director of Logistics and Warehouse Operations will report directly</p>
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to the CFY-LA Executive Director.

KEY RESPONSIBILITIES

Shipping, Receiving and Inventory (40%)

- Schedule and oversee the receiving of equipment and organize equipment within the warehouse.
- Ensure proper re-packing of equipment to be sent to schools.
- Oversee the scheduling of 4-5 shipments per week to schools by: (1) ensuring effective communication between Warehouse Manager and Senior Program Manager(s) to confirm equipment needs at each school and (2) ensuring effective coordination between Warehouse Manager and Logistics Manager around specific requirements for shipping to schools.
- Accurately track all incoming and outgoing inventory.
- Manage and prepare for annual audit.

Relationship Management (35%)

- Manage relationship and communication with contracted equipment companies to ensure accurate and timely procurement of computer equipment (CPU's, monitors, keyboards, mice, power cords).
- Negotiate shipping contracts and maintain relationships with shipping companies.
- Build and maintain relationships with building landlord and tenants.
- Communicate/collaborate with California Executive Director to ensure all equipment and logistics needs are met.
- Manage relationships with equipment donors.

Oversee Computer Replacement Process (10%)

- Oversee CFY-LA computer replacement process for families referred by the CFY help desk call center.

General Management Responsibilities (15%)

- Manage full-time and part-time staff.
 - Hire, train and schedule warehouse staff.
 - Manage individual team member performance: ensure training and coaching necessary to perform basic job duties, hold bi-weekly meetings with team members to support their performance, perform annual

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- performance reviews, and maintain documentation as per CFY standards.
- Attend training, including in-house training. Be prepared to discuss concepts learned in the class with team members, and find ways to apply learning at CFY-LA.
- Manage up, by being proactive and keeping manager informed of changing priorities.
- Understand and communicate the mission to staff, clients, donors, and other stakeholders.

Other duties as necessary.

CANDIDATE QUALIFICATIONS:

Required:

- Passion for CFY's mission
- Bachelor's degree
- At least 5 years experience in warehouse management and/or shipping and receiving
- At least 5 years experience in directly managing full-time staff
- Proven leadership and personnel management experience
- Proven experience building and maintaining community partnerships
- Strong written and oral communication skills
- Proven organizational and problem-solving skills
- Demonstrated ability to work independently and with minimal oversight
- Capacity to thrive under pressure while working on multiple tasks and projects
- Ability to set priorities for self, team and peers, and adjust when priorities change
- Proficient using Microsoft Office applications including Word, Excel, and Outlook

Preferred:

- One or more of the following:
 - Certification to drive fork-lifts and/or transporters
 - Oral Spanish proficiency
 - A+ Certification and networking skills
 - Experience in non-profit organizations

COMPENSATION:

Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

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QUALIFIED
INDIVIDUALS,
PLEASE APPLY:

<http://www.on-ramps.com/jobs/505>

Applications will be reviewed on a rolling basis.

Computers for Youth is an Equal Opportunity Employer.
