



Position: Logistics Coordinator, CFY-Los Angeles
Location: Los Angeles Office

ABOUT COMPUTERS FOR YOUTH

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

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.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of more than 30 organizations in more than 20 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY-LA Overall Objectives

- Serve approximately 15,000 families in 25-30 assigned schools by providing free home learning centers, training, and bi-lingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption.
- Provide Professional Development for partner teachers at each of our partner schools.
- Maintain a positive team environment, where all staff perform with excellence at their highest potential.

POSITION DESCRIPTION

The **Logistics Coordinator** will assist in managing the school logistics involved with executing Family Learning Workshops (FLWs) as a part of CFY's Take IT Home program. The Logistics Coordinator will work closely with Customer Service Representatives and other program staff. The Logistics Coordinator will directly report to the Senior Program Manager.

KEY RESPONSIBILITIES

Workshop Operations

45%

- Complete school site visits to assess if a school's facility meets the logistical and electrical requirements of CFY's Take IT Home program.
- Build positive relationships with assigned CFY partner schools.
- Create and maintain documentation regarding school infrastructure and logistics plan.

- Confirm logistics plan with CFY program managers and logistics manager prior to each FLW.
- Play key role in electrical and classroom set up on Fridays prior to FLWs.
- Coordinate logistics at assigned partner schools at Saturday FLWs.
- Oversee Customer Service Representatives at assigned partner schools.

Manage and Pack Workshop Supplies

45%

- Maintain and organize the Take IT Home supply room.
- Inventory supplies needed for logistics and communicate supply needs to the Logistics Manager as needed.
- Pack and unpack supplies for 2-3 FLWs per Saturday.

General Program responsibilities:

10%

- Participate in CFY-LA weekly program meetings, staff meetings, off-site trainings and retreat.
- Work collaboratively with other team members to achieve overall team goals.
- Contribute new ideas regarding CFY's program.
- Understand and communicate the mission to staff, clients, donors, and other stakeholders.

Other duties as necessary

Note: From October-May, this position is primarily a Tuesday-Saturday position with exceptions on most holiday weekends.

CANDIDATE QUALIFICATIONS

Required:

- Passion for CFY's mission
- Associate's or Bachelor's degree
- 1-2 years experience in event planning, project planning or other logistics position
- Proven organizational and problem-solving skills
- Proven skills managing multiple details
- Strong relationship or "people" 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 all Microsoft Office applications including Word, Excel, and Outlook
- Must be able to lift 25lbs.

Preferred:

- One or more of the following:
 - Technical knowledge
 - Experience working with low-income communities
 - Customer service experience

COMPENSATION AND BENEFITS

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

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, to jobs@cfy.org using the following conventions:

Subject line: CFY-LA Logistics Coordinator Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

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