



**MEMBER POSITION TITLE:** Program Manager

**LOCATION:** Community Clothes Closet, 1465 B Opportunity Way, Menasha WI 54952

**WORK HOURS:** Part-time 30 hour per week position, generally Monday – Friday. Hours will vary dependent on program needs. Some evening and weekend hours may be required for program events.

**SUPERVISOR:** Executive Director

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Community Clothes Closet is a basic needs nonprofit whose mission is to provide free clothing to all people in need. When you join our team, you will provide meaningful impact to community members.

The Program Manager is responsible for the outreach, coordination and delivery of the Traveling Closet program to families typically outside of our service area who have clothing needs. The Traveling Closet is a mobile outreach program that debuted in 2021 and brings clothing, shoes, winter gear and hygiene products directly to people living outside our service footprint of Community Clothes Closet. Expanding from one distribution site to eight beginning in late 2022, the Traveling Closet will visit food pantries, schools, clubs and other social service providers distributing clothing essentials to those unable to get to our Menasha location due to transportation and other challenges.

Required to pass a background check in accordance with Community Clothes Closet’s Employee Handbook and must have a valid driving license and a good driving record.

**QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE:**

- Supports the mission of Community Clothes Closet.
- Minimum two years of relevant experience; Bachelor’s degree in human service related field preferred.
- Demonstrates leadership and vision in managing groups and projects.
- Enjoys interacting and working with a wide demographic of individuals in a team setting including volunteers, clients, staff and outside organizations.
- Possesses excellent organizational skills, ability to multitask and work under deadlines accurately.
- Possesses excellent written and verbal communication skills.
- Possesses intermediate to advanced computer skills.
- Delegates responsibilities effectively.
- Familiar with database entry.
- Flexibility in schedule to accommodate evening/weekend shifts, when necessary.
- Ability to lift 30-50 pounds.
- Comfortable driving a box truck.
- Possesses valid driver’s license with good driving record.
- Bilingual a plus.



**DESCRIPTION OF RESPONSIBILITIES:**

1. Works directly with Executive Director and Operations Director to strategize, coordinate and implement Traveling Closet client program.
2. Coordinates organization's client program outreach including but not limited to Traveling Closet.
3. Manages and attends all Traveling Closet distribution events.
4. Assists in recruiting and coordinating volunteers for Traveling Closet.
5. Manages program inventory, including purchasing and distribution.
6. Works in coordination with donation processors to sort clothing for Traveling Closet.
7. Tracks and completes program data entry as needed.
8. Runs program reports.
9. Assists with year-end inventory.
10. All other duties as assigned.

**BENEFITS:**

- PTO
- Holiday pay
- Access to a Simple IRA
- Time spent making a difference in the lives of community members

**TO APPLY:** Email cover letter and resume to Lisa Jones at [director@communityclothescloset.org](mailto:director@communityclothescloset.org).