



Updated: 10/2/2023

**MEMBER POSITION TITLE:** Traveling Closet Outreach Coordinator

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

**WORK HOURS:** Part-time 20-25 hours per week position. Monday – Thursday 8:30am – 2:00pm and a few evenings a month for clothing distribution events. Hours will flex based on monthly distribution schedule.

**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.

### **POSITION DESCRIPTION**

The Traveling Closet Outreach Coordinator is a part-time position that will assist our Program Manager with outreach, coordination and delivery of our Traveling Closet program. The Traveling Closet is a mobile outreach program that brings clothing, winter accessories and hygiene products to families living outside our typical service footprint of Community Clothes Closet, visiting the communities of Oshkosh, Waupaca, Berlin, Clintonville and Chilton. Everything we provide is free of charge. Anyone who shops with us must be referred to our services by a partner agency like a food pantry, homeless shelter, social service agency or school.

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

- Support the mission of Community Clothes Closet.
- Possess a valid driver's license with a good driving record.
- Ability to multitask and work under deadlines accurately.
- Beginner to Intermediate data entry skillset.
- Knowledge of Microsoft 365, social media platforms and/or experience with Salesforce a plus.
- Familiar with current fashion trends.
- Bilingual a plus.
- Be 18 years or older.
- Hold a high school diploma or equivalent.
- Valid driver's license and clean driving record.

### **DESCRIPTION OF RESPONSIBILITIES**

- Support the mission of Community Clothes Closet.
- Work alongside the Traveling Closet program manager to support the program.
- Attend all Traveling Closet distribution events (3-4 evenings per month).
- Organize and prepare inventory for upcoming distribution events.
- Help load and unload Traveling Closet truck.
- Enjoy interacting with a wide demographic of individuals in a team setting including volunteers, clients, staff and outside organizations.
- Support and work alongside volunteers.
- Assist with data collection, data entry and running reports.



- Help build a strong bond in the communities we serve through community outreach events.
- Ability to lift 30-50 pounds.
- Drive box truck or cargo van to distribution events as needed.
- Assist with year-end inventory.

**BENEFITS:**

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

**CONTACT INFORMATION AND APPLICATION DUE DATE:**

Email cover letter and resume by October 20, 2023, to Lisa Jones at [lisa@communityclothescloset.org](mailto:lisa@communityclothescloset.org).