



MEMBER POSITION TITLE: Traveling Closet Outreach Coordinator

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

WORK HOURS: Part-time 20-25 hour per week position. Hours are typically Monday – Thursday 8:30am to 2:00pm but will also include a minimum of 3 evenings per month that could go until 8pm. The schedule will flex based on the week’s clothing distribution schedule.

SUPERVISOR: Executive Director

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. The program serves the communities of Oshkosh, Waupaca, Berlin, Clintonville and Chilton. All items we provide are 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.
- Proven customer support experience.
- Patience and empathy in dealing with people.
- Time management and organizational skills to handle multiple tasks simultaneously.
- Data entry and basic computer skills.
- Excellent communication skills, both written and verbal.
- Ability to work well in a team and collaborative setting.
- Knowledge of Microsoft 365, social media platforms and/or experience with Salesforce a plus.
- Familiar with current fashion trends.
- Valid driver's license and clean driving record.
- Bilingual a plus.
- Must be 18 years or older.
- Hold a high school diploma or equivalent.

DESCRIPTION OF RESPONSIBILITIES:

- Support the mission of Community Clothes Closet.
- Work alongside the Traveling Closet Program Manager to support the program.
- Help build a strong bond in the communities we serve through collaboration at community outreach events.
- Attend all Traveling Closet distribution events (3-4 evenings per month).



- Organize and prepare inventory for upcoming distribution events (this includes sorting and hanging clothing).
- Help load and unload the Traveling Closet truck.
- Enjoy interacting with a wide demographic of individuals in a team setting including volunteers, clients, donors and outside organizations.
- Engagement with clients to ensure the best experience possible while meeting their needs.
- Assist with gathering information for marketing materials.
- Support and work alongside volunteers.
- Assist with data collection, data entry and running reports.
- Assist with year-end inventory.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

This position is very physical and routinely requires employees to perform the following while carrying out the essential functions of this job:

- Use of standard office equipment (computer, phone, printer/copier, etc).
- Stand for long periods of time.
- Lift, twist, kneel and/or repetitive arm motions.
- Lift and/or move up to 40 pounds.
- Drive a box truck or cargo van.

BENEFITS:

- PTO
- Holiday pay
- Simple IRA
- Eligible for a healthcare expense reimbursement account for non-group sponsored plans (ICHRA)

CONTACT INFORMATION AND APPLICATION DUE DATE:

Email cover letter and resume by February 23, 2024 to Lisa Jones at lisa@communityclothescloset.org.