OPEN POSITIONS: Supplies & Logistics Coordinator
DEPARTMENT: Community Education
REPORTS TO: Youth Program Manager
Hiring Manager: Youth Program Manager
Schedule: varied between May 25-Aug 14, 2020

PAY RATE: $15.00 per hour

JOB DESCRIPTION: To assist with the general daily operations and administrative processes of the Summer Youth smARTworks, designLabs, and Pre-College Programs

RESPONSIBILITIES
- Processing the credit card account summaries
- Purchasing snacks every week for the kids
- Processing, purchasing and preparing instructor’s materials requests
- Organization in the supplies room and inventory tracking

Assistance with CE Youth Instructors and Support Staff:
- Decor (Helping set up the Student Lounge)
- Moving snacks from break room to Student Lounge
- Distributing T-Shirts/Name tags
- Setting up tools/supplies for the day in each classroom for the instructors
- Lists/Inventory (Learning by observation how a to keep track of supplies, orders)
- Contributing feedback/ideas/suggestions for running program more smoothly
- Looking for areas of opportunity, how to improve coordination

Required:
- Excellent communication skills and customer service aptitude
- Ability to plan and organize work processes effectively and work with limited supervision
- Strong analytical skills for coordinating and improving program operations
- Capacity to remain focused and productive while responding to frequent and varied information and service requests from parents and program/staff
- Flexibility and responsiveness to changing demands in fast-paced, service-minded classroom environment
- Must be able to pass background check.

HOW TO APPLY: Email ce@pnca.edu a short statement of interest and about your qualification for the position including a link/attachment of your cv and with “Supplies Coordinator” as the subject line of the email.

PNCA is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity. Additional information about PNCA can be found at pnca.edu.