

Coordinator of In-Kind Donations

Part-time, 27 hours/week
(one week a month will be 29 hours)

St. Margaret's House is a day center that improves the lives of women and children by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect.

In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.



About the position

The Coordinator of In-Kind Donations:

- Trains and manages volunteers to accomplish major tasks related to our in-kind donations process:
 - Receiving and sorting incoming donations
 - Stocking and ensuring the good order of the Clothes Closet
- Communicates directly with donors to answer questions about donations and drives.
- Collaborates with Guest Services to determine the critical in-kind needs of our guests and distribute items accordingly.
- Collaborates with Development and Marketing to advertise events and communicate critical needs to the community.
- Collaborates with the Director of Development to acknowledge in-kind donations.
- Develops, organizes, and manages the winter coat distribution, with help from Guest Services.
- Develops, organizes, and manages the annual "Undie 500" event.
- Helps Guest Services with special events in which we distribute in-kind donations (i.e.: baby shower; Christmas gifts).
- Provides staff presence in our main areas on a daily basis, in order to get to know guests and support colleagues.

As a general member of the St. Margaret's House staff:

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Fosters and builds relationships with guests to help them feel safe in accordance with the SMH mission statement. Seeks to resolve conflict using a trauma-informed perspective.
- Attends and actively engages in all staff meetings, retreats and professional development workshops.
- Collaborates with the St. Margaret's House fundraisers.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.
- Contributes to special projects as needed.
- Assists the Executive Director in representing St. Margaret's House to the wider community. Promotes positive relationships with partner agencies and donors.

Requirements

- Bachelor's degree in social services or related field preferred.
- Ability to multitask, stay flexible, organized and responsive in a fast-paced environment.
- High degree of emotional intelligence, strong communication skills, and the ability to set appropriate boundaries with guests and donors.
- Ability to lift 40 lbs. and stay active for >5 hours.
- Commitment to learning and practicing trauma-informed care.
- Proficient with Excel/Google spreadsheets and Word/Google documents
- Ability to speak Spanish is a plus.

Compensation

- Salary range is \$22 – 24/hour, dependent upon qualifications and experience.
- Paid holidays, optional dental and vision insurance, defined employee contribution plan (retirement) after one year.

How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director
117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@stmargarethouse.org

Review of applications will begin as they are received and will continue until the position is filled.

St. Margaret's House is an equal opportunity employer.