

## **Care Collective of Southwest Michigan Program Manager**

[Care Collective of Southwest Michigan](#) supports families in Kalamazoo by partnering with local organizations to distribute basic essentials to young people, with a focus on collaborations with BIPOC and LGBTQIA-led organizations. We believe that the lack of access to diapers and period products is a symptom of inequitable systems, including racism, classism, ableism, and sexism; our work seeks to alleviate the outcomes of these systems while advocating for systemic change.

Care Collective is looking for a **Program Manager** to join our small-but-mighty team. The Program Manager will manage diaper and period product supply at our warehouse, which includes maintaining inventory, storage/organization, and coordinating the delivery of products to partner organizations.

Care Collective has only been around for one year, and we're growing quickly. We are committed to fostering a radically inclusive workplace that prioritizes joy, authenticity, and community. The Program Manager will have opportunities to create and imagine new ways of accomplishing our vision of a community where everyone can access basic essentials.

### **Program Manager Responsibilities:**

Coordinate inventory and logistics for distribution of diapers and period supplies

- Manage inventory spreadsheets and check for errors
- Use projections to execute an ordering plan for the year
- Schedule and receive bulk order deliveries, move pallets of products using a pallet jack
- Communicate with Outreach Manager about product quantities and delivery schedule for volunteer repackaging

Oversee product delivery to community partners

- Schedule deliveries to partner organizations and maintain the delivery calendar
- Load and deliver products to partner organizations in Care Collective's van (move products weighing up to 50 lbs)
- Assign deliveries to Operations Coordinator
- Build relationships with community partners to ensure effective communication about scheduling and changing product needs

Develop organization and maintenance of product storage space

- Maintain product storage and layout at the warehouse
- Assess accessibility of space for visitors and volunteer groups

## **Qualifications**

- Demonstrated commitment to and understanding of anti-racism and equity
- Lived experience and/or deep understanding of challenges faced by low-income families, including diaper need and period poverty
- Familiarity with Google Workspace, including Google Drive, Sheets, and Calendar
- Basic knowledge of spreadsheets
- Ability to see the “big picture” of a project
- Ability to prioritize tasks and meet deadlines
- Attention to detail
- Effective communication, both written and in-person
- Skill at building authentic relationships with others
- Creative problem-solving skills
- Valid MI driver's license with the ability to successfully pass a driver's records check
- Ability to move products weighing up to 50 lbs

## **Position Information**

Care Collective is an equal opportunity employer, and we value having staff from communities most impacted by systemic barriers to accessing basic essentials. We especially encourage Black, Indigenous, People of Color (BIPOC), including Latine and SWANA (Southwest Asian North African) individuals, LGBTQIA+ people, transgender and gender non-conforming people, and people with disabilities to apply.

- Job Title: Program Manager
- Reports To: Executive Director
- Position Type: Full-time (30 hours per week), non-exempt employee
  - Flexible schedule; most functions must be completed between 9 am-4 pm, Monday-Friday; occasional evening/weekend events)
- Location: 1718 Fulford St., Suite 2, Kalamazoo, MI
  - Work is partially conducted onsite at the warehouse
  - Computer tasks can be completed off-site
- Compensation: \$24.00 per hour
  - Care Collective has a non-negotiation policy to help eliminate pay inequity. We are committed to offering the highest pay rate to all job candidates, in line with our base pay rates for staff.
  - Bi-weekly pay schedule
- Benefits: PTO, paid holidays, generous wellness stipend
- Staff can access packages of diapers and period kits

To apply for the Program Manager position, please send a resume and cover letter to J Ludeker, Outreach Manager, at [j@carecollectiveswmi.org](mailto:j@carecollectiveswmi.org) by Sunday, March 17, 2024.