



Logistics Coordinator

Job Description

GENERAL

- Organization:** Youngstown Neighborhood Development Corporation (YNDC)
- Background:** The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
- Mission:** The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
- Title:** Logistics Coordinator
- Work Schedule:** Part time
20 - 35 hours per week, evening and weekend work may be required
- Website:** www.yndc.org
- Telephone:** 330.480.0423
- Compensation:** \$13 per hour

Under the direction of the Housing and Neighborhood Stabilization Directors, the Logistics Coordinator will provide operational and logistics support to YNDC construction and property maintenance teams. These supportive functions include: supply and material inventory and maintenance management, supply and material procurement, and other logistical support.

SKILLS/QUALIFICATIONS

1. Bachelor's degree in business management/administration, finance, real estate development, construction management, or related field from an accredited college or university preferred.

2. Valid driver's license and own transportation (mileage reimbursement for on the job personal vehicle use will be provided).
3. Ability to drive box truck, dump truck, landscaping trailers, and other equipment safely is required. CDL is NOT required.
4. Ability to lift fifty pounds and unload supplies at job site without assistance.
5. High level of organization and detail.
6. High level of professional ethics.
7. Excellent written/oral communication skills and ability to utilize new technologies for communication.
8. Experience using Adobe Reader and Microsoft Office: Excel and Word.
9. Experience using Google functions, specifically Gmail and the Gmail calendar.
10. Strong understanding of project management and organization.

RESPONSIBILITIES

Operations and Logistics:

1. Assist the Neighborhood Stabilization and Housing Directors with the procurement of materials and supplies for property maintenance and construction teams.
 - Place orders for supplies.
 - Coordinate delivery of supplies.
 - Pick up supplies from vendors and unload at job sites.
 - Inventory supplies at vendor and document all purchase supplies are present.
 - Ensure sufficient documentation is provided at point of pick up or delivery.
2. Routinely organize, clean, inventory, and maintain equipment and supplies.
 - Routinely update inventory databases in Microsoft Excel and Google Docs.
3. Routinely communicate with the Neighborhood Stabilization and Housing Directors regarding the inventory of stock supplies and materials.
 - Ensure stock supplies do not run out.
4. Assist with job site organization as directed by the Neighborhood Stabilization and Housing Directors.
5. Assist the Neighborhood Stabilization and Housing Directors with routine maintenance and cleaning of vehicles and equipment.
 - Deliver vehicles and equipment for servicing as directed.
 - Clean vehicles and equipment as directed.
 - Routinely update vehicle management database with service and other records.
6. Ensure YNDC procurement processes are followed and documented for all purchases.
7. Ensure all documentation for purchases and vendor payments are provided in an organized fashion to the Neighborhood Stabilization and Housing Directors.
8. Ensure tax exempt accounts are established at all routine vendors.

To apply, please send cover letter, resume and salary requirements to:

Email: info@yndc.org
Attn: Ian Beniston
NO PHONE CALLS PLEASE.
Equal Opportunity Employer