

Position: Warehouse Staff

Overview of Hope & Comfort

Hope & Comfort (H&C) is a 501(c)3 nonprofit organization founded in 2011. Our mission is to distribute basic hygiene items to support and improve the health, self-esteem, and hygiene education of school aged children and young adults across Greater Boston. Our organization is poised for significant expansion and even greater impact in the coming years. H&C distributed 1.5 million hygiene products in 2020 and plans to distribute another 2 million or more in 2021. We moved into a 5,000 sq. ft. facility in Needham, MA in late 2018 to house our growing operations and also have offsite warehousing in Bridgewater, MA.

The Role

Title: Warehouse Staff

Commitment: This is a part-time position for roughly 20-25 hours per week. 2-3 full days is preferable but can be flexible if needed.

Compensation: Compensation is \$20 per hour. The position does not offer health or retirement benefits.

Summary of Core Responsibilities

Hope & Comfort, a rapidly-growing and unique non-profit 501c3 organization and leader in collecting and distributing basic hygiene products within Massachusetts, is seeking a bright, hard-working, reliable team player to help with a variety of order fulfillment, warehouse and logistics functions. Clients from community and non-profit organizations including youth serving and community organizations including schools and food pantries and dozens of others request basic hygiene items from H&C and the Warehouse Staff will play a key role in fulfilling these requests from “end to end” as well as other traditional logistics functions including procurement, warehousing and transportation.

Responsibilities and Duties

- Responsible for receiving, processing and fulfilling the request for products.
- Review and research order including client background and history.
- Communicate with the client to gather necessary client information and documentation.
- Compare order versus available H&C inventories to determine quantities available for the client.
- Schedule a pick up or delivery including either at Hope & Comfort warehouse, in Bridgewater, MA or work with staff and volunteers to arrange delivery in needed.
- Assist with obtaining basic marketing materials during the distribution (ie taking some photos during pick up at H&C, etc.)
- Communicate with client about order replenishment.
- Help with procurement including delivery of ordered items to Needham, MA or Bridgewater, MA.
- Communicate with H&C offsite warehouse in Bridgewater when necessary to move inventory to Needham, MA.
- Help receive and sort incoming in kind donations.

Qualifications and Skills

- Candidate must possess the highest integrity and excel working both independently and in team environments.
- Communication: Strong verbal and written communication skills are required to interact efficiently with H&C clients.
- Given the nature of the warehouse work and responsibilities, should be comfortable lifting 30-40lbs and moving pallets around with a manual pallet jack.
- Previous Work Experience: Previous warehouse and logistics experience is preferred.

How to Apply

Interested candidates should send a cover letter and resume to Jeff Feingold, Founder & President, at careers@hopeandcomfort.org. Please make the subject of your email “Your First Name and Last Name – Warehouse Staff Specialist.” No phone calls please.

Hope and Comfort is an equal opportunity employer and organization. We are committed to a culture of diversity and inclusion, where all of our stakeholders’ identities are valued and respected. Hope and Comfort does not discriminate on the basis of race, gender, age, sex, handicap, religion, national origin, marital status, pregnancy, gender identity or expression, veteran status, or any other basis protected by applicable federal, state, or local law.