



Inventory & Data Clerk

Salary Range: \$21 - \$24/hr.

Under the direction of the Program Manager, the Inventory & Data Clerk will be responsible for maintaining in-kind donations through the inventory system, supporting Children's Fund's In-kind and Distribution processes, collecting and maintain all services data, and compiling monthly inventory and services reports. Finally, the Inventory & Data Clerk will also support the Emergency Needs Program, special events, and Board prioritized special projects, while maintaining an absolute adherence to the mission, procedures, and policies of Children's Fund.

The Inventory & Data Clerk must demonstrate the ability to perform assigned work in a timely manner with accuracy. As a frontline contact for children in need and a constant representative of Children's Fund, the Inventory & Data Clerk must be passionate about community service and aiding vulnerable children, and most importantly, able to articulate that passion in a manner that inspires others.

Specific duties include, but are not limited to:

Essential Functions

- Accepts and inventories agency approved in-kind contributions, prepares In-kind Contribution and donation acknowledgement forms.
- Maintains inventory database.
- Will work directly with the Children's Fund Program Manager to assist with key activities supportive of the Celebration of Giving Program (COG) Backpack Drive, Family Faire, and other campaigns. Organizing toy, school supplies, Family Faire, and other inventory, and sorting donations in preparation for distribution at the San Bernardino County HS Warehouse and other warehouses.
- Communicate with community partners and agencies in the coordination of toy pick-up, and toy drop-off at the HS warehouse.
- Compile data and maintain program reporting tools and inventory spreadsheets for all campaigns.
- Assist volunteers, donors, and other community partners in key activities at the HS Warehouse.
- Maintain program department files (i.e. programs database, spreadsheets, referrals, logs, correspondence, filing, and monthly/weekly reconciliation of gift cards).
- Processes purchasing orders as required, track orders, and investigates problems.
- Records purchases, maintains database, performs a physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Receives, unpacks, and delivers goods; re-stocks items as necessary; labels boxes.
- Performs routine clerical duties, including data entry, answering telephones, and assisting clients and case managers.
- Professionally answering phones, and routing calls as necessary.

- Maintain an up-to-date list of case managers and partner agencies. Reconcile with the current Omni System user list to ensure consistency.
- Greet guests in a friendly manner and ensure the highest quality customer service.
- Represent Children's Fund at events as appropriate.
- Maintain the confidentiality of the organization and the people we serve.
- Other tasks as assigned.

Qualifications

- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.
- Strong verbal and writing communication skills to effectively convey and obtain information.
- Interpersonal and professional presentation skills.
- Experience in dealing with matters of extreme confidentiality, consistently in a friendly and professional manner.
- Critical thinking and problem-solving skills.
- Ability to work independently, work with a variety of individuals and groups, communicate effectively orally and in written form with language-diverse populations, exercise sound judgment, interpret and communicate policies and procedures, and model norms of behavior that reflect high expectations for staff, students, parents, and community members.
- Capacity to independently organize/prioritize work and track the project progress.
- Self-starter needing minimum supervision.
- Office-related software (Outlook, Word, PowerPoint, Excel), typing skills, and other general office knowledge.
- Skilled in maintaining computer-based data files/inventory system.
- Some logistics experience preferred.

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position (sit or stand) two-thirds of the day or more.
- Occasional travel to various locations, meetings, and events within and outside the county, and typically via car is required. Mobility is required to attend meetings and events.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to operate standard office equipment.
- The position often requires bends, stoops, reaches, pushes, and pulls drawers, to retrieve and file information. Frequently moves/transport various pieces of merchandise weighing less than 40 pounds across warehouse for various donation drives and event needs.
- Employees must be able to maintain regular and predictable **attendance** and **punctuality**.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Noise levels can vary, depending on programming and events. While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor environments and events. Temperature levels may include hot, cold, and mild.
- Attendance at occasional weekend and evening events will be required.

Organizational Background

Children's Fund is a 501(c)(3) non-profit organization created to serve at-risk children in San Bernardino County. Children's Fund mission is giving our vulnerable children support, opportunity, and hope by breaking destructive cycles through community partnerships.

Formed in 1986, the Children's Fund operates under a public/private partnership with the County of San Bernardino. Since 1986, Children's Fund has had the privilege of assisting more than 1.7 million at-risk children throughout our communities. This has taken place under the guidance of a board of directors comprising innovative business and community leaders from all over Southern California with a shared commitment to impact the lives of these children and renew their hope for a vibrant future.