

SBP- Hurricane Harvey

Supply and Logistics Coordinator

Start date: September

Houston, Texas

Aransas Pass, Texas



Program Overview:

SBP is an award-winning, nonprofit rebuilding organization whose mission is to ensure that disaster-impacted citizens and communities recover in a prompt, efficient and predictable manner. Through Disaster Recovery Lab, SBP works to share lessons learned, prevent common barriers to recovery and help communities utilize SBP's standardized, repeatable and proven-effective model. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for over 1100 families with the help of over 100,000 volunteers in New Orleans; Joplin, MO; Rockaway, NY; Monmouth and Ocean Counties, NJ; San Marcos, TX; and Columbia, SC. **With the devastation from Hurricane Harvey, we are in need of dedicated and passionate individuals to join SBP's AmeriCorps team and begin the road to recovery in Houston and Aransas Pass, TX.**

AmeriCorps Member Position Overview:

Supply & Logistics Coordinators play a vital role in the process of building our clients' homes. Supply & Logistics Coordinators ensure construction sites are provided with the necessary tools and materials on time and accurately so that our Project Managers and Skilled Specialists have what they need when they need it.

Supply & Logistics Coordinators efficiently procure materials, prepare and deliver orders, and schedule pick-ups for each job site with a keen focus on accuracy. They work closely with vendors to procure necessary materials. They keep the warehouse organized, stocked and clean of debris and clutter. They organize and maintain tools and track their location. They maintain a sizeable fleet of work vehicles. They focus on keeping the warehouse clean and safe while constantly creating and refining processes. The warehouse coordinates with the Construction Team to assist with interdepartmental needs and work orders. Supply & Logistics Coordinators ensure that SBP is represented in a positive and professional manner by completing each project on time and on schedule, interacting positively with colleagues, maintaining tools and focusing on safety in the warehouse and at each job site.

Minimum Requirements:

- Be at least 17 years of age or older.
- Have a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Excellent verbal communication skills
- Strong organizational skills and ability to delegate tasks effectively
- Ability to work under pressure
- Ability to perform physical labor, occasionally strenuous
- Ability to lift at least 50 lbs.
- Ability to multitask
- Experience/interest in developing project management skills
- Willingness /enthusiasm to receive constructive feedback from your manager and peers
- Positive attitude
- Ability to take initiative and be self-motivated
- High regard for safety

- Valid and current Driver's license
- Strong passion for the work of the St Bernard Project

Essential Functions:

- Effectively schedule prompt and accurate deliveries of supplies so that trade teams, project managers and site supervisors have what they need to complete each project on time and on schedule
- Maintain a clean, safe and organized warehouse to ensure tools and materials stocked in the warehouse are easily found, accessible and properly maintained.
- Prepare orders (tools and materials) for project managers and trades teams.
- Ensure prompt and accurate delivery of these orders.
- Perform internal accounting to maintain tools and tracks their location.
- Schedule and conduct deliveries and other tasks to ensure optimal efficiency throughout each day and week.
- Discover when there is a risk or problem in warehouse operations
- Create innovative solutions for facility design, scheduling and logistics of supply deliveries etc. relevant to warehouse operations.
- Develop and track daily and weekly goals.
- Maintain a professional and positive attitude.
- Interact effectively and positively with other team members.
- Learn, understand and perform SBP's expectations for job site and personal safety as outlined in the Site Supervisor Construction Manual and Safety While Serving at SBP, as well as safety trainings occurring throughout the term
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

Additional Responsibilities:

Although not essential position functions, the Supply & Logistics Coordinator may also be responsible for the following as needed:

- Assist other departments in major projects as needed as it relates directly to the AmeriCorps program.
- Perform other duties as assigned as it relates directly to the AmeriCorps program.
- Participate in outside service activities approved by the program's director.

Benefits:

This position is eligible for a living allowance, education award, health benefits, and childcare assistance. The stipend for this position is \$1263 per month and may not exceed \$12630 for the term of service. The education award for this position upon completion of the ten month term and 1700 hours of service is \$5815. Please visit http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp for more information on the education award.

Previous members of AmeriCorps, VISTA and NCCC programs are eligible to receive a \$150 housing stipend.

***Please note: This is a grant funded position that has been secured through 2018.*

Reasonable Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

OPPORTUNITY FOR ALL SBP AMERICORPS MEMBERS:

Traveling AmeriCorps Response Team:

*All SBP AmeriCorps members are provided the option to join SBP's **Traveling AmeriCorps Response Team**. This team serves as SBP's leading responder in the aftermath of a natural disaster, responding to disaster impacted communities with the greatest need for aid.*

*As a member of the **Traveling AmeriCorps Response Team**, you play a critical role in the initial response to disasters throughout the United States and are one of an elite group who are the first feet to hit the ground running. As the face and voice of SBP, you will aid community members in beginning their recovery efforts and educate the public on resiliency and predictability.*

If you are interested in traveling to various communities to assist in disaster recovery and have a passion for helping those in need, indicate interest via SBP's application page when applying.