

Disaster Recovery Supply & Logistics Coordinator
Full Time 1700 hours



Program Overview:

Build your Career - Make a Difference - Get Paid - Reduce Student Debt

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50+ staff and over 300 AmeriCorps members, SBP has rebuilt more than 1,300 homes across 8 states, and has shared best practices with nonprofits, recovery groups, and government entities across the country. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP is an organization that attracts AmeriCorps Members and employees who embrace innovation and constant improvement, enjoy rising to meet pressing challenges, believe in community-wide collaboration, and can develop and achieve clear benchmarks to reduce human suffering.

SBP encourages individuals that are hungry for change to join our team so that we can improve the future of disaster recovery together. SBP strongly believes that a diverse staff and AmeriCorps team will ensure that our organization remains strong and continues to grow to meet the needs of the broad-range of communities that we serve, and we seek to create a diverse corps consisting of individuals of all ages, backgrounds, ethnicities, and beliefs.

In exchange for bringing your talents to SBP, you will gain marketable job skills that will help you pursue a wide-variety of careers, while also having an opportunity to make a positive difference in the lives of individuals and families who have been impacted by disaster events. To help support your service, you will also receive the following benefits:

Benefits Provided to SBP AmeriCorps Members

- Monthly Living allowance of \$1,263.
- An additional \$150 monthly housing stipend for individuals who have previously served in AmeriCorps, NCCC, or VISTA.
- Free limited health coverage benefits
- An education award of \$5,815 upon successful completion of each 10 month term. (More information can be found at: http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp).
- Eligibility to postpone repayment of federally-guaranteed student loans during your service term. (The National Service Trust will also pay all or a portion of the interest that accrued during the service period.)
- Child care assistance
- Valuable professional development and opportunities to further your career
- Potential opportunities to travel in order to respond to disaster events

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Supply and Logistics AmeriCorps Member Position Overview:

Our ability to continue to bring families home relies heavily on the dedication of our AmeriCorps members. The position of Supply & Logistics Coordinator serves as the backbone of SBP's construction department, providing disaster-impacted sites with the necessary tools and materials on time and accurately. Responsibilities include efficiently procuring materials, preparing and delivering orders, and scheduling pick-ups for each job site with a keen focus on accuracy. As a Supply and Logistics Coordinator, you work closely with vendors to procure necessary materials and track weekly inventory of these materials. The impact these members have on the lives of our homeowners is necessary as they are responsible for the prompt delivery of rebuilding materials throughout these disaster impacted areas.

Working closely with SBP's construction department, Supply & Logistics Coordinators determine the need for the rebuild process, organizing and maintaining tools and tracking their location. As a member of the warehouse team, these members focus on keeping the warehouse clean and safe while constantly creating and refining processes.

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. Members who have served in this position are trained by the Toyota Production System which has allowed them to pursue careers in warehouse management, supply chain management and project management positions.

Applicants are encouraged to view SBP's AmeriCorps member recruitment video that provides an overview of the Supply and Logistics position as well as additional AmeriCorps service opportunities by visiting the following link: <http://sbpusa.org/get-involved/ameriCorps>

Minimum Requirements:

- Be at least 17 years of age or older and have a high school diploma or its equivalent
- Valid and current Driver's license
- Willingness to drive large company vehicles such as trucks and vans.
- 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.
- Strong organizational skills and ability to delegate tasks effectively
- Ability to work under pressure and perform physical labor, occasionally strenuous
- Ability to lift at least 50 lbs.
- Willingness /enthusiasm to receive constructive feedback from your manager and peers
- Ability to take initiative and be self-motivated
- High regard for safety

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Additional Functions:

- Effectively schedule prompt and accurate deliveries of supplies so that Trade teams, Project Managers and Project Leads have what they need to complete each project on time and on schedule.
- Perform internal accounting to maintain tools and track their location.
- Schedule and conduct deliveries and other tasks to ensure optimal efficiency throughout each day and week.
- Create innovative solutions for facility design, scheduling and logistics of supply deliveries etc., relevant to warehouse operations.
- Learn, understand and perform SBP's expectations for job sites and personal safety as outlined in the Project Lead Construction Manual and Safety. While serving at SBP, as well as safety trainings occurring throughout the term on site or during departmental meetings.
- 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.

Opportunity to Travel to Respond to Recent Disaster Events.

When disaster events occur during an AmeriCorps Member's term of service, SBP will oftentimes request AmeriCorps members to volunteer to participate in team deployments to communities that have been recently impacted and are in great need of aid. During these deployments, AmeriCorps members utilize the training they have received while serving at one of SBP's operating sites to assist these communities in their initial recovery efforts. Typically member service activities during these deployments include, volunteer coordination, mass care operations, donations management, debris removal, cleanup, and mold sanitation. Although accommodations will be very basic, SBP and AmeriCorps typically covers the cost of travel, lodging, and food for AmeriCorps members participating in deployments.

- Willingness to travel and participate in deployments is not required to be eligible to serve in SBP's AmeriCorps program.
- Because of the nature of disaster events, SBP cannot guarantee deployment opportunities during an AmeriCorps member's term of service.

How to Apply

- Visit <http://sbpusa.org/get-involved/ameri corps>
- Complete the two-page application
- Upload your resume
- Submit your application

(Typically, you will be contacted within 5 business days if you have been selected to interview for the position.)

Reasonable Accommodations

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

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