



Position Announcement
WAREHOUSE ASSISTANT
CALIFORNIA WATERFOWL

Come join a robust non-profit organization that has accomplished nothing less than the extraordinary for waterfowl, wetlands and hunting in California, fueled by the passion of its dedicated staff, volunteers, members and donors. We're looking for a team player with a positive attitude and the desire to support the warehouse operations and members of California Waterfowl.

BACKGROUND

California Waterfowl (CWA) is an award-winning 501(C)(3) conservation organization with a mission to grow California's waterfowl populations, wetlands and hunter-conservationist communities. We have over 20,000 members and 1,500 dedicated volunteers. Our accomplishments over the past 20 years include:

- Completing more than 1,400 projects to protect, restore, and enhance over 500,000 acres, providing habitat for millions of wetland birds and other animals.
- Hatching over 950,000 ducklings through our volunteer-driven California Wood Duck Program.
- Banding over 280,000 waterfowl for research that helps ensure sound management of waterfowl resources.
- Teaching more than 320,000 children, young adults, and families about waterfowl biology, wetland ecology, and the role hunting plays in conservation.
- Successfully advocating for science-based waterfowl hunting seasons and bag limits, expanded youth hunting opportunities, funding for water for managed wetlands, and preservation of hunting and gun rights for responsible sportsmen and women.

We did all this while maintaining the highest standards for management of our resources, earning a 3-star rating from Charity Navigator.

Further details can be found at calwaterfowl.org.

POSITION DESCRIPTION

CWA is seeking an outgoing, detail-oriented team player to support all shipping, receiving and inventory management functions in our warehouse operations. The Warehouse Assistant is responsible for executing the primary shipping, receiving and inventory control functions for merchandise CWA uses for fundraising, membership and donor support activities.

Responsibilities include following all manual and data entry procedures associated with receiving merchandise shipments, putting inventory in the appropriate warehouse storage locations, shipping/dispositioning merchandise in support of member, donor and fundraising orders and maintaining a safe, organized and clean warehouse. The Warehouse Assistant reports to the Warehouse Operations Manager and works closely with/provides support to Fundraising, Development and all other Departments in an effort to enhance the impact of our mission through the goals of increased membership numbers, level of giving, and program funding.

Responsibilities

Shipping and receiving: Execute all tasks associated with shipping and receiving of purchased and donated items and supplies. Pull, package/stage for shipment and load inventory needed to support fundraising efforts (events, member gifts, store orders, etc.) as well as special requests. Coordinate with freight carriers on shipment pick-up and drop-off logistics. Use inventory management software to update and manage shipping and receiving transaction/documentation as directed by the Warehouse Operations Manager to ensure we are in compliance with all legal and organizational requirements. Follow merchandise receiving and disposition processes to achieve 99%+ inventory accuracy as measured by Inventory Audit dollar variance. Coordinate with the Warehouse Operations Manager maintaining a safe, clean and organized warehouse.

General warehouse support: Maintain a well-organized, clean and safe warehouse environment, ensure integrity of secure areas and efficiently manage warehouse space to provide storage and processing capacity during peak shipping and receiving periods. In addition, the Warehouse Assistant is expected to develop, maintain, and grow effective relationships with Board of Directors members, committee members, co-workers, industry professionals as well as help create a positive experience for CWA members through outstanding customer service.

Desired background and attributes

- Associate's degree preferred plus a minimum of two years' experience working in a warehouse environment (e.g. shipping and receiving, inventory control)
- Must be able to comfortably use warehouse equipment including step stool, warehouse ladders and stairs; must have the ability to lift 35 lbs. overhead and 50 lbs. to knees.
- Must be able to stand for extended periods of time as well as endure variable climates in both

summer and winter periods.

- Must be able to prioritize work, organize and maintain information/paperwork, meet shipping deadlines and customer service level goals in a dynamic environment.
- Must be detail-oriented and possess strong organization skills.
- Team player with a positive, friendly demeanor.
- Proficiency with software programs including Microsoft Office suite (Word, Excel, and Outlook); familiarity with inventory management software strongly desired.
- Ability to use interpersonal skills, including effective listening, diplomacy and tact, to interact positively and professionally with members, co-workers, vendors and other CWA constituents.
- Become familiar with and remain conversant in the organization's programs and activities, and with the culture of its membership.

Pay range is \$16.00 - \$20.00 per hour (depending on experience).

Please send your resume, expression of interest and compensation expectations to Ally Floyd @ afloyd@calwaterfowl.org.